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Winchester, VA 22602-4843
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E-mail: foiparequest@ic.fbi.gov

Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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FBI File Number 66-HQ-2554, Section 13

NOT USED

66-2554-1937
+ 1938

CHANGED TO

1-3094-X159
+ X160

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C11DMS

WRG:lrd

September 15, 1941

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Quinn Tamm, Tracy, Nichols, Clegg, Holloman, Ladd, Foxworth, Gurnea, Carson, Rosen, and Glavin considered administrative assignments in the San Antonio Office.

For the information of the Director, there are 23 Agents assigned to the San Antonio Office at the present time.

There are 1,414 cases pending, of which number 465 are police cases.

The Special Agent in Charge at San Antonio states that due to the large volume of National Defense cases pending in the San Antonio Field Division, Special Agent Walter E. Dence has been assigned to handle administrative work on those cases.

He further states that in view of the numerous applicant interviews being handled, it has been found necessary from time to time to assign administrative and desk work to Special Agent (A) Willard A. Giddens so that these interviews can be handled by the Number One Man.

The Conference is of the opinion that the Special Agent in Charge and the Number One Man should have no difficulty in handling the administrative work of the San Antonio Office.

There is attached hereto a communication addressed to the Special Agent in Charge at San Antonio concerning this matter, subject to the Director's approval.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/96 BY SP5C110ms

ORIGINAL FILED IN 66-171

HHG:MET

September 14, 1941

THE DIRECTOR

(D) C
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the letter from Mayor LaGuardia, Director of Civilian Defense, with reference to the communication received by the Bureau from Professor J. L. Lingo of Purdue University who desired to initiate a program of training on plant protection. The Office of Civilian Defense has no objection to such a course or the employment of a specialist to conduct such a course provided there is no conflict with the program of Civilian defense with the FBI or with the Indiana State Defense Council. They desired an outline of the course be furnished to Admiral Woodward and they desired to insist that any courses conducted be planned along general lines approved by the Office of Civilian Defense. It was further indicated that that office was about to issue a pamphlet on "Plant Protection" which would serve as a working basis for any organization, public building, or institution.

It was the unanimous recommendation of the Conference that Mayor LaGuardia should be informed by letter and by personal contact by SAC Sackett of the Bureau's program of plant survey and of the training which has been given to Bureau Agents in plant survey work and of the fact that the Bureau had already issued a booklet of instructions on plant protection. It is believed that Mayor LaGuardia should be furnished with a copy of this booklet and that the letter be transmitted to SAC Sackett for personal delivery to Mayor LaGuardia.

If this is approved, there is attached hereto a letter to Mayor LaGuardia.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

NOT RECORDED

66-2554

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

2m
HHC:MET

September 14, 1941

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the suggestion of Mr. Gasteiger that a discussion of fraudulent checks be given for a period of one hour at the NPA Retraining School.

The Conference unanimously recommended unfavorably in view of the fact that program has already been developed, that national defense is the theme, and that other subjects seemed to warrant the emphasis which will be placed upon them.

There is attached a letter to Mr. Gasteiger if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

CH-23

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5/clm/s

ORIGINAL FILED IN 1-4

September 14, 1941

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the suggestion of SAC Wyly at Jackson, Mississippi, to the general effect that the chief clerk open all mail except personal and confidential mail from the Bureau, that he should then index, serialize, and initial all reports, place them in the correct file and file the material; the SAC once each ten days on tickler could call for the file and review the material contained therein.

The Conference unanimously opposed this suggestion together with the suggestion that a notation be placed on reports or letters that the contents of the report were expedite, important, or deferred and the expedite material could be given promptly to the SAC by the chief clerk instead of being placed in the file. The Conference felt that this would be giving to the chief clerk responsibilities which were obviously functions of the Special Agent in Charge. The Special Agent in Charge is responsible for promptly handling matters which in his judgment should be expedited or deferred and neither the office submitting the report nor the chief clerk have the authority to assume this responsibility of the SAC. Further, it is recognized that one copy of each incoming report should be promptly routed to the Special Agent to whom the case is assigned whether he is in the office, whether he is in the field territory or a resident Agent so that the Agent could be constantly aware of the progress of the cases assigned to him. The Special Agent in Charge would, therefore, be unable to properly supervise the work of the Special Agents if the incoming material could be placed in the file and initialed for that purpose by a clerical employee.

SAC Wyly is being so advised if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/26/96 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ORIGINAL FILED IN 66-7-17-97

HHG:MET

September 14, 1941

THE DIRECTOR

③
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the request of Commissioner S. T. Wood of the [redacted] that he be permitted to designate one or two members of his force to attend the FBI National Police Academy.

It was recommended that one representative of that force be accepted for the next session of the FBI National Police Academy. Commissioner Wood is causing Inspector R. M. Wood, NPA, to attend the Retraining School in Washington in October.

If approved, there is attached a letter to Commissioner Wood.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110m3

②
66-2554-

ORIGINAL FILED IN 1-2522-34

HHC:MET

September 14, 1941

THE DIRECTOR

6
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the inquiry of the Richmond Office as to whether Special Agents working at Norfolk under the general supervision of Special Agent A. C. Hayden, Jr., could have their weekly conferences at Norfolk conducted by Agent Hayden.

It was the unanimous opinion of the Conference that these Agents should come into contact with the Agent in Charge at Richmond at least once each week; that the conferences should be conducted by the Special Agent in Charge, or in his absence by the Acting Special Agent in Charge; that the Agents during the twelve-week conference periods should come to the office at least weekly to review files and to gain specific advantage of contact with the Special Agent in Charge and for the purpose of receiving instruction and criticism from him.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/96 BY SP5C110m3

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Mr. Gandy _____

CH-23

NOT RECORDED

66-2554

189

[Handwritten signature]

ORIGINAL FILED IN 1-48-43-334

HHC:MET

September 14, 1941

THE DIRECTOR

A
C
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, recommended the re-publication of all the names of visiting instructors appearing in the booklet entitled "Personnel Selection and Training in the FBI" except the name of Mr. George Z. Medalie, former United States Attorney at New York, who, it was recommended, should be eliminated.

If this is approved, the attached list of visiting instructors with the exception of Mr. Medalie will be included in the booklet.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/25/96 BY SP5C116MS

NOT RECORDED

65-2534-

ORIGINAL FILED IN 94-36-1-1
W. R. Glavin

HHC:MET

September 14, 1941

THE DIRECTOR

2m
mm
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered the suggestion of Supervisor E. R. Donaldson that in connection with the practical sabotage problem presently given at Quantico, wherein the parts of an Army airplane are used, that an effort be made to obtain the services of an officer of master mechanic at Quantico to spend about one hour pointing out the vital points and the vulnerable points of an airplane to the In-Service classes and the new Agents' classes taking this training in order to acquaint them more definitely with the problems of potential sabotage. This suggestion was unanimously approved by the Conference and if approved by the Director, the Training Division will take appropriate steps to obtain the assignment of a qualified officer at Quantico.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____ cc-Mr. Glavin
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/26/90 BY SP5C110MS

NOT RECORDED

66-2554

100-5804-1-1

September 14, 1941

HHC:MET:PM

THE DIRECTOR

2m
mk
The Executive Conference, Messrs. Glavin, Nichols, Carson, Q. Tamm, Rosen, Ladd, Holloman, Gurnea, and Clegg being present, considered favorably the request of the National Park Service for a representative to attend the next session of the National Police Academy. Director Drury of the National Park Service requested that a few members of the service be permitted to attend the Academy and the Conference recommended that the total number from this service be identical with the total number of any other police agency which is two.

There has been no representative of the National Park Service in attendance at the Academy thus far, and if approved, a letter is attached, advising Mr. Newton B. Drury, Director of National Park Service that the Bureau will be glad to have a member of his department attend the next session of the Academy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

cc: Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5 GJM/S

66-2554 INITIALS ON ORIGINAL - 8

ORIGINAL FILED IN 1-93-5

HL:GS

September 13, 1941

THE DIRECTOR

At a meeting of the Executive Conference on September 9, 1941, attended by Messrs. Tolson, Glavin, Nichols, Carson, Quinn Tamm, Rosen, Hines, Holloman and Ladd, a discussion of the various technical equipment assigned to the field offices was had with particular reference to the possibility of tracing such equipment to the Bureau through the serial numbers appearing on such equipment.

All of the equipment in the field was discussed and it was the opinion of the Conference that the serial numbers should be removed from the following equipment:

1. Presto Sound Recorders
2. Detectaphones
3. Brief Case Detectaphones
4. Rotary Converters
5. Crystal Microphones
6. Tape Recorders
7. Frost Headphones
8. Globe Carbon Microphones
9. Presto Sound Recording Cutting Heads

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C/10MS

With reference to the first five, it should be noted that serial numbers appear on name plates and the entire name plate can readily be removed. With reference to item #6, it is noted that the serial number is stamped in wood and can be turned out easily. With reference to items #7 and #8, it will be necessary to grind the numbers therefrom.

With reference to item #9, the Presto Recording Cutting Heads, it is not believed possible by the laboratory technicians to remove this serial number by grinding without injury to the cutting head, which is an extremely delicate instrument. The laboratory has, therefore, arranged with the manufacturing company to furnish no information upon inquiry concerning the ownership of any of such cutting heads in the possession of the Bureau, but rather to refer the inquiry to the Bureau.

In the event you approve of the action of the Conference, appropriate instructions will be issued to the field for the removal of the serial numbers of the first eight items and not on item #9.

Respectfully,
For the Conference

Clyde Tolson, Chairman
W. R. Glavin, Secretary

ORIGINAL FILED IN 66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Gandy _____

NOT RECORDED

66-2554

DEC 29 1941

PEF:WGR

September 10, 1941

THE DIRECTOR

7A
O
The Executive Conference with Messrs. Tolson, Ladd, Holloman, Hince, Nichols, Rosen, Q. Tamm, Carson, Glavin and Foxworth present considered the attached form letter for the use of the Field in advising the Bureau of those instances in which an investigation has been requested by the Bureau and a police report has been received reflecting only negative information indicating that no further investigative attention is required.

8
Those present at the Conference were unanimously of the opinion that the form letter should be used.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

✓
NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C1 IDMS

ORIGINAL FILED IN

September 10, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, Rosen, Holloman, Laughlin,
Ladd, Nichols, Tracy, Gurnea, Hince.

The Conference considered the following suggestions submitted by SAC H. K. Moss concerning surveillances:

1. It was suggested that Bureau automobiles equipped with two-way radios are readily detectible because of aéríals.

RECOMMENDATION: It has been pointed out that the Bureau is now conducting experiments to meet this suggestion.

2. It was suggested that agents' personally owned automobiles be utilized whenever practicable and that car lending agencies be indexed in order to afford information quickly in emergencies.

RECOMMENDATION: It was pointed out by the conference that the use of agents' personally owned cars on surveillances is rather universally practiced in the field and that car lending agencies are indexed in all classified telephone directories.

3. It was suggested that Special Agents on surveillances consider the feasibility of dressing in highly informal attire when on cross-country type of surveillances.

RECOMMENDATION: The Conference agreed that consideration should always be given to the most practicable type of clothing to fit in with the surroundings of a surveillance. It was pointed out at the conference that this was a matter of instruction and that it was included in the training course, and is in fact an elementary procedure.

4. It was suggested that men selected for surveillances be those who do not physically appear to be police officers.

RECOMMENDATION: It was pointed out that this again is an elementary instruction which is given in the course of instruction on surveillances, but that the Bureau is necessarily restricted in some instances according to available personnel.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5Cv/OMS

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ORIGINAL FILED IN 66-4151-124

5. It was suggested that the Bureau authorize the use of female Bureau employees accompanying agents on surveillances.

RECOMMENDATION: The Conference agreed that the present policy should continue, that, i.e., such females should not be used on surveillances.

6. It was suggested that men who have been previously successful on surveillances should be used on surveillances.

RECOMMENDATION: The Conference indicated this was, of course, a desirable and natural procedure to be followed when such agents are available.

7. It was suggested that the Bureau systematize pretexts, supplying each Special Agent with an opportunity to thoroughly familiarize himself with at least one pretext; that the Bureau procure credentials for suitable pretext occupations such as photography; and that the Bureau prepare and furnish reference material on pretexts.

RECOMMENDATION: The Conference recommends that the Bureau not attempt to standardize pretexts inasmuch as the use of a suitable pretext is one that can only be handled successfully through the resourcefulness of an individual agent. The Conference is of the opinion that it is unwise to furnish counterfeit credentials from the Bureau.

8. It was suggested that all Special Agents be required to obtain drivers' licenses.

RECOMMENDATION: The Conference pointed out that it has been the policy in the past to require a Special Agent to have a driver's license. However, Special Agents transferred from district to district and on special assignment sometimes travel through several states for which it is impossible to have a valid driver's license.

The Conference recommended that every Special Agent be required to possess an existing valid driver's license, but that Special Agents not be required to obtain drivers' licenses for every jurisdiction through which they pass. The Conference was of the opinion that agents on permanent assignment for extended periods of time to a given field office be requested to possess a driver's permit for the jurisdiction to which assigned.

If approved, a bulletin to the field has been prepared on this matter.

9. It was suggested that not sufficient practical training is afforded Special Agents in surveillances.

RECOMMENDATION: The Conference is of the opinion that it would be dangerous in the city of Washington to afford practical training in surveillances by having Special Agents conduct surveillances on the streets inasmuch as a large class of Special Agents might attract unfavorable attention even though they were split up into groups.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin
Attachments - Bulletin, and also letter to
Mr. Moss for approval.

September 10, 1941

LAH:BT

Suggestion #129.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, Rosen, Holloman, Laughlin,
Ladd, Nichols, Tracy, Gurnea, Hince.

24 The Conference considered the suggestion of Special Agent E. J. Gebben that a file be maintained in each field office for Bureau letters directed to the Special Agent in Charge somewhat similar to the files maintained for bulletins.

It was pointed out by Mr. Gebben that general Bureau letters are in some offices placed in the file to which the letters pertain and no separate file containing all such general letters is maintained.

The Conference is of the opinion that it is not necessary to set up a separate file for such letters inasmuch as the contents of such letters can be quickly located through the use of the field office index.

A letter to Mr. Gebben is attached for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin
Attachment.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/20/90 BY SP5C110ms

ORIGINAL FILED IN 66-03-230

LAH:BT

September 10, 1941

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, Rosen, Holloman, Laughlin,
Ladd, Nichols, Tracy, Gurnea, Hince.

The Conference considered the suggestion of SAC Conroy that medals for firing perfect scores in the Practical Pistol Course be awarded to those who make perfect scores in the field as well as those who make them at the Seat of Government. Mr. Conroy pointed out that the agents in the Newark Division are of the unanimous opinion that the Athletic Association should remove the present restriction.

The Conference pointed out that this has been passed on several times. The only way to maintain control over this award is to require the score to be fired at Quantico.

If approved, Mr. Conroy will be advised.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc Mr. Glavin
Attachment.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Mr. Gandy _____

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/96 BY SP5C110MS

ORIGINAL FILED IN 1-27-32-32

Suggestion #130

September 10, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, Rosen, Holloman, Laughlin,
Ladd, Nichols, Tracy, Gurnea, Hince.

The Conference considered the suggestion of Special Agent in Charge Wyly that new agents reporting to their first field offices be required to spend one week in the Chief Clerk's Office to learn office procedure.

The Conference is of the opinion that this would be an improper procedure to follow, that the Special Agent should in the early stages of his field office experience receive training in interviews, report writing, investigative procedure, rather than the duties of the Chief Clerk.

A letter to Mr. Wyly is attached for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____ cc Mr. Glavin
Mr. Clegg _____ Attachment
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22
16

CH-23

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/96 BY SP5C110MS

ORIGINAL FILED IN 100-100000

September 10, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Quinn Tamm, Carson, Nichols, Ladd, Tracy, Gurnea, and Glavin, considered a communication received from the Philadelphia Office concerning Agents assigned to administrative duties there.

For the information of the Director, at the present time there are sixty-six Agents assigned to the Philadelphia Office.

There are 4,875 cases pending, of which number 2,273 are police cases.

Special Agent in Charge Sears advises as follows; that in addition to the Special Agent in Charge's Number One Man, the following Agents do desk work:

1. Special Agent Maxwell Chaffetz performs desk work in the handling of police cases. Sears points out that the volume of this work became so heavy due to Selective Service cases that it was necessary to assign Special Agent Chaffetz all classifications in that category, approximately 1400 cases.
2. Special Agent W. V. McLaughlin spends considerable time doing desk work in the handling of Selective Service cases assigned to police departments and general investigative cases, which total approximately 1100. Sears points out that Agent McLaughlin likewise files all the complaints before the United States Commissioner and confers with the United States Attorney and generally handles these cases. He also maintains liaison relations between the local offices of ONI and G-2 and the Philadelphia Police Department.
3. Special Agent F. E. Wright spends considerable time in connection with the correlating of information in connection with communist activities. In this respect numerous reports are received from the Pennsylvania Motor Police and Philadelphia Police Departments wherein the Philadelphia Office has not asked for investigation.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

ORIGINAL FILED IN 66-59-4661

These reports are forwarded through an agreement effected with respective departments. Sears points out that it is necessary for Agent Wright to contact representatives of the Pennsylvania Motor Police and Philadelphia Police Departments and other confidential informants throughout the day to keep currently abreast of the communist situation in this territory. He further points out that Wright's time is spent in reading and carefully studying and correlating voluminous information received on communist activities in the Philadelphia Division.

The Conference is of the opinion, due to the amount of work pending in the Philadelphia Office at the present time, and the number of Agents presently assigned there, that there should be designated for administrative duties, Special Agent in Charge, Number One Man and two Special Agents. Subject to the Director's approval, there is attached hereto a communication to the Special Agent in Charge, concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

LAH:BT

September 10, 1941

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tolson, Glavin, Carson, Rosen,
Nichols, Holloman, Ladd, Foxworth, Hince.

A The Conference approved the following two changes in the Manual of Rules and Regulations:

1. A change to delete the requirement to notify the Bureau when mail covers are placed.

2. A change in Section 117 to provide that persons answering the telephone in field offices shall answer by saying "FBI" rather than "FBI Field Office."

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

2
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C110M3

ORIGINAL FILED IN 66-1934-6075

September 10, 1941

LAH:BT

THE DIRECTOR

dm
Those present at the Executive Conference:
Messrs. Carson, Rosen, Holloman, Laughlin,
Ladd, Nichols, Tracy, Gurnea, Hince.

The Conference considered the request of Mr. Arsenio N. Luz of Manila, Philippines, for the assignment of a Bureau representative to a proposed military institute in the Philippines. The Bureau's representative would be delegated to teach police officers in the Philippines.

Messrs. Carson, Rosen, Holloman, Laughlin, Ladd, Nichols and Hince were opposed to such an assignment on the grounds that the Bureau has no jurisdiction in the Philippines, and in the event of any emergency, the military authorities will be responsible.

Messrs. Tracy and Gurnea were of the opinion that it would be desirable to have a Bureau representative in Manila.

It was pointed out at the conference that the Bureau already has a graduate of the National Police Academy, who is a member of the Philippine Constabulary, and who, the Bureau has been informed, by the head of the Constabulary, will be placed in a teaching position upon his return to Manila.

Mr. Luz also requested information concerning an approximate cost for equipment for a police laboratory to be used for instructional purposes.

A letter to Mr. Luz has been prepared.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

17
cc Mr. Glavin
Attachment

NOT RECORDED

66-2554

[Handwritten signature]

NRG:lrd

September 10, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Quinn Tamm, Carson, Nichols, Ladd, Tracy, Gurnea, and Glavin considered a memorandum submitted by Mr. Poster of the Chief Clerk's Office concerning priorities.

The Director's attention is invited to the fact that we have for the past several weeks experienced increased difficulty in securing prompt delivery of supplies and equipment for the Bureau. We have had considerable delay and difficulty in getting a priority rating from the Office of Production Management due to the procedure that has been in vogue in securing such priority.

For the Director's information, the procedure which has been set up and followed by the Department in the past has been that no action is taken until the contracting company notifies the Department that a priority is necessary in order to make delivery. We then submit a memorandum to the Department requesting that appropriate steps be taken to secure such a priority rating. This entails a delay in the final delivery of the material or equipment in question. We, therefore, have had Mr. Poster of the Chief Clerk's Office accompany Mr. Adler, Chief of the Division of Supplies and Printing of the Department, to discuss this matter with Mr. Blodgett Sage of the Office of Production Management who has been designated to handle Bureau requests for priority ratings.

Mr. Sage did not know that the Bureau handled intelligence work. This was explained to him. The discussion also included the question of blanket priority being approved for the Bureau. Mr. Sage of OPM made the suggestion that if the Bureau would submit to the OPM through the Department a list of critical materials, that it could be considered by OPM on a project basis. The OPM would study the list and a definite rating would be given to each item on the list. Then, if the Bureau needed any of the equipment, it could make a photostatic copy of the list approved by OPM and upon placing the order, immediately serve the priority rating on the contracting party. Mr. Sage did not commit himself definitely in this matter. The Chief Clerk's Office recommends that a list of items attached hereto be considered as those items on which we should have good priority.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/20/90 BY SP5C/10ms

ORIGINAL FILED IN 62-5554-330X

- 2 -

The Conference is of the opinion that a memorandum should be directed to the Attorney General concerning this matter requesting that a top priority rating be secured on a blanket basis for those items which are attached to this memorandum. There is also attached hereto for the Director's approval a memorandum for the Attorney General concerning this matter.

Clyde Tolson
Chairman

Attachments

1. Mr. J. H. Smith
 2. Mr. J. H. Smith
 3. Mr. J. H. Smith
 4. Mr. J. H. Smith
 5. Mr. J. H. Smith
 6. Mr. J. H. Smith
 7. Mr. J. H. Smith
 8. Mr. J. H. Smith
 9. Mr. J. H. Smith
 10. Mr. J. H. Smith
 11. Mr. J. H. Smith
 12. Mr. J. H. Smith
 13. Mr. J. H. Smith
 14. Mr. J. H. Smith
 15. Mr. J. H. Smith
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 95. Mr. J. H. Smith
 96. Mr. J. H. Smith
 97. Mr. J. H. Smith
 98. Mr. J. H. Smith
 99. Mr. J. H. Smith
 100. Mr. J. H. Smith

LBN:FML

September 9, 1941

WEE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

The Executive Conference consisting of Messrs. Clegg, Foxworth, Glavin, Ladd, Rosen, Carson, Tracy, Gurnea, and the writer considered the present difficulties being encountered by the Files Division in locating files after they have left the supervisor to whom they were originally charged out.

Plans were made sometime ago to have perforated slips attached to each file as it left the Files Section and then as one individual transferred a file to another individual, the slips would be returned to the Files. This system will not work at the present time inasmuch as we cannot secure the perforated slips under 4-6 months.

Accordingly, a test check was made last week in the Crime Records Section and the Alien Control Section wherein supervisors called the Files Section direct in all instances where a file was transferred to another supervisor. The results were amazing.

The Files Section requests and the Conference approves the issuance of instructions to all supervisors requiring that the Files Section be called on all transfer of files to other supervisors. It will, of course, not be necessary to call the Files Section when the file is placed in an outgoing box to be returned to the Files Section or if the file is sent through with correspondence. Inasmuch as the stenographic pools are widely separated in Division 5, it is also believed desirable to have the stenographers call the Files Section when a supervisor gives them dictation inasmuch as it might be a day or two before the dictation can be transcribed.

While this will require 6 additional people on telephones in the Files Section to keep the records, nevertheless it will be an immense saving in the long run for at times there are as many as 50 file room employees out to locate files.

If approved, a memorandum is attached to be directed to all supervisors and Bureau officials.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ORIGINAL FILED IN 66-218-

WRG:IMP

September 9, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Quinn Tamm, Carson, Nichols, Ladd, Tracy, Gurnea and Glavin considered a communication received from Special Agent in Charge Gleason of the San Juan, Puerto Rico Office, to the effect that the Field be advised of the territorial jurisdiction of the San Juan Field Division.

He points out that at the present time, a number of leads for Cuba are being sent to San Juan, where, in fact, they should be sent to Miami for handling.

The Conference is of the opinion that the attached form communication should go to the Field concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5CIV/MS

VRG:AVD

September 8, 1941

THE DIRECTOR

2m by
The Conference consisting of Messrs. Tolson, Quinn Tamm, Tracy, Nichols, Clegg, Holloman, Ladd, Foxworth, Garnea, Carson, Rosen and Glavin considered the assignment of men in the Richmond Office to administrative duties.

For the information of the Director, at the present time there are 37 men assigned to the Richmond Office.

There are 2,168 cases pending, of which number 841 are police cases.

SAC Hennrich advises that in addition to the Number One Man at the Richmond Office, Special Agent Hugh MacMillan is assigned to desk work in the handling of police cases which covers the preparation of letters requesting investigations, reviewing reports submitted by police agencies, and the incorporation of these reports into investigative reports makes it necessary that the full time of this Agent be used on this assignment.

He further points out that in addition to the above, it is anticipated that Special Agent A. C. Hayden will be utilized to a limited extent on administrative functions at the Norfolk sub-office. He has been instructed by the Special Agent in Charge to maintain administrative functions in that office at a minimum and insofar as possible, he will be used by the Special Agent in Charge at Richmond on investigative matters.

The Conference is of the opinion that the Special Agent in Charge and the Number One Man should be able to handle the administrative work of the Richmond Office and that one man at the Resident Agency at Norfolk, Mr. Hayden, should be continued on part-time administrative duty.

Subject to the Director's approval, there is attached hereto a communication addressed to the Special Agent in Charge at Richmond concerning this matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/26/90 BY SP5c11 dm5

ORIGINAL FILED IN 66-5832-885 X

HHC:MET

September 8, 1941

THE DIRECTOR

3 4/

The Executive Conference, Messrs. Glavin, Nichols, Q. Tamm, Rosen, Foxworth, Ladd, Carson, Holloman, Hince, Tracy, and Clegg being present, considered the inquiry of Special Agent in Charge Suran as to whether the period for which an investigative report in police cases is made should be: (1) the date the letter was prepared assigning the case to the police department; (2) the date the police department conducted the investigation; or (3) the date the file was reviewed by the Bureau Agent and the report prepared.

Due to the difficulty of ascertaining specifically the dates on which the policeman worked, it was believed advisable to use the same method employed in the preparation of summary reports wherein the "period for which made" is the date the Agent prepared the report.

In order to establish uniformity, it is recommended that the attached Bureau bulletin be sent to the field and SAC Suran will be informed accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

CH-22

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/LMS

66-255-75

WRG:ATW

September 8, 1941

THE DIRECTOR

The Conference consisting of Messrs. Tolson, Quinn Tamm, Tracy, Nichols, Clegg, Holloman, Ladd, Foxworth, Gurnea, Carson, Rosen and Glavin considered the assignment to administrative duties of Agents in the Oklahoma City, Oklahoma Office.

For the information of the Director, there are 21 men assigned to the Oklahoma City Office at present.

There are 1,457 cases pending, of which number, 550 are police cases.

SAC Andersen states that for the past several months, it has been necessary to use one or more Agents to review and write letters and reports in connection with Selective Service and cases assigned to police or local officers; that this work has been largely handled by Special Agent W. H. Alexander.

For the information of the Director, Glavin advised that during his recent visit to Oklahoma City, he was of the very definite opinion that this assistance was not needed, and that the Number One Man and the Agent in Charge could handle this work. He, therefore, issued instructions that Agent Alexander be not so designated in the future.

No further instruction in this regard is necessary to the Oklahoma City Office at this time. A letter to the Oklahoma City Office is attached.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110ms

NOT RECORDED

INITIALS ON ORIGINAL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-21-4538

66-2554

NRG:ATW

September 8, 1941

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/10ms

LM
The Conference consisting of Messrs. Tolson, Quinn Tamm, Tracy, Nichols, Clegg, Holloman, Ladd, Foxworth, Gurnea, Carson, Rosen and Glavin considered the administrative assignments at the Louisville Office.

For the information of the Director, there are 25 Agents assigned to the Louisville Office at the present time.

There are 1,484 cases pending, of which number 548 are police cases.

For the information of the Director, the Special Agent in Charge at Louisville advises that there is no Special Agent attached to the Louisville Division presently engaged exclusively in the handling of administrative duties other than the Number One Man of that office.

SAC Moss does point out that one Special Agent exclusively handles all Selective Service investigations, but he is not engaged exclusively on this assignment and in addition to the administrative work on Selective Service investigations, also, whenever feasible handles the investigative phases of Selective Service investigations. Moss further points out that one Special Agent handles all administrative work pertaining to police cases, particularly National Defense police cases, but this Agent likewise is not engaged exclusively in the administrative details of such police cases.

The Conference is of the opinion that it should not be necessary for either an Agent to be assigned to administrative work on Selective Service investigations, or on the National Defense police cases. It is believed that the work of the Louisville Office is such that the Number One Man and the Special Agent in Charge should have no difficulty at all in carrying on the administrative work of that office.

Subject to the Director's approval, there is attached hereto a communication addressed to SAC Moss concerning this matter.

Respectfully submitted,
For the Director

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

Enclosure

66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Prayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-157-144-4

WRG:ATW

September 8, 1941

THE DIRECTOR

2m
The Conference consisting of Messrs. Tolson, Quinn Tamm, Tracy, Nichols, Clegg, Holloman, Ladd, Foxworth, Gurnea, Carson, Rosen and Glavin considered the assignment of men to administrative duties in the St. Paul, Minnesota Division.

For the information of the Director, at the present time there are 16 Agents assigned to the St. Paul Office.

There are 880 cases pending, of which number 180 are police cases.

SAC Hardy requests that in addition to having the Number One Man assigned to administrative duties, the Bureau approve the use of an additional Agent for desk work of a minor nature, such as running the ticklers and more or less following the Selective Service cases in the St. Paul Office, as well as doing some of the routine dictation of a minor nature.

The Conference is of the opinion that with the load of work in the St. Paul Office at the present time, the Special Agent in Charge and the Number One Man should have no difficulty in keeping the administrative work current. The Conference, therefore, does not recommend the assignment of an additional Agent for any type of administrative duties at the St. Paul Office.

There is attached hereto a communication addressed to the Special Agent in Charge at St. Paul concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure 22 (6)

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110ms

ORIGINAL FILED IN 66-1221-3331

Q:mas

September 8, 1941

THE DIRECTOR

④
C
The Executive Conference, Messrs. Ladd, Clegg, Glavin, Gurnea, Rosen, Nichols, Foxworth, Carson, Holloman, Tracy and Quinn Tamm being present, recommended, during the discussion concerning the NPA Reunion, that during the week of October 6, 1941 through October 11, 1941 an In-Service School not be held.

It is pointed out that this will simply mean postponing the school which is scheduled to start on October 6, 1941 for one week so that it will start on October 13, 1941.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

INITIALS ON ORIGINAL - 6

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 823,013
DATE 7/26/90 BY SP5C110m3

NOT RECORDED

66-2554

ORIGINAL FILED IN

CHC:LL

September 8, 1941

THE DIRECTOR

Re: INTERNAL SECURITY
CUSTODIAL DETENTION LIST

A

The following members of the Executive Conference have considered and approved the attached proposed section entitled "Internal Security - Custodial Detention List" for inclusion in the National Defense Manual: Messrs. Tolson, E. A. Tamm, Foxworth, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Holloman, and Carson.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____ Attachment

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____ co-Kr. Glavin

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/LMS

CH-23-35

ORIGINAL FILED IN 66-12905-10

EAT:DS

September 6, 1941

THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Clegg, Foxworth, Glavin, Ladd, Nichols, Rosen, Tracy, Gurnea, C. Tamm, Carson, Holloman and E. A. Tamm in attendance, considered the attached Bureau bulletin concerning contacts with representatives of the War and Navy Departments and was unanimously in favor of its submission to the field.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18
169

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

ORIGINAL FILED IN 62-

September 5, 1941

LAH:BT

THE DIRECTOR

Im
Those present at the Executive Conference:
Messrs. Tracy, Carson, Gurnea, Rosen, Holloman,
Laughlin, Ladd, Nichols, and Hince.

The conference considered the suggestion of Special Agent
W. R. Paxman that some system be instituted to increase the
concentration of work by the Bureau on the more important national
defense cases and the deferment of others.

It was pointed out at the Conference that the Bureau
has now adopted a system of case deferment and that it would not
be desirable to adopt a plan which would place upon each individual
Special Agent the responsibility and right to select the specific cases
assigned to him to which he should give preferred attention. The
conference felt that the present system of placing responsibility
on the Special Agent in Charge for the selection of cases to which
preferred attention should be given, should be continued.

If approved, a letter to Agent Paxman is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin
Attachment.

CH-13

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/26/90 BY SP5/clm/s

ORIGINAL FILED IN 66-3671-505

September 5, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tracy, Carson, Gurnea, Rosen, Holloman,
Laughlin, Ladd, Nichols, and Hince.

The Conference considered the suggestion of Special Agent D. E. Irwin that the file number of an office receiving an investigative report be placed directly after the designation of copies to that office, and that this work be done at the time the reporting office is preparing the report and in the event the file number is known to the reporting office.

RECOMMENDATION: The Conference was of the belief that this suggestion requires the adding of a further detail in the preparation of investigative reports which would not result in any saving at any other point inasmuch as the index of the receiving office must be searched in any case.

It was also suggested that when a teletype is sent, the sender's file number should be included so that it might be incorporated in the report made by the office receiving the telegraphic request for investigation.

RECOMMENDATION: The Conference considers this undesirable as it would add to the cost of sending teletypes and of preparing them; further, that there would be no time or money saved at any other point by virtue of the adoption of this suggestion.

If approved, the attached letter will be sent to Agent Irwin.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin
Attachment.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-717

September 5, 1941

HHC:HD

THE DIRECTOR:

Im
The Executive Conference, Messrs. Tolson, Glavin, Carson, Nichols, Ladd, Q. Tamm and Clegg being present, considered the suggestion of Chief Clerk T. P. Monahan of the New Orleans Office that Form No. 1 and Form No. 3 be consolidated and that Form No. 1 be eliminated.

This suggestion was considered by the conference based upon the suggestion coming from the Washington Field Office by SA George R. Blair and the recommendation was unfavorable.

Chief Clerk Monahan will be informed if approved.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W.R. GLAVIN
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2722-1081

HHC:HD

September 5, 1941.

2m
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THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Carson, Nichols, Ladd, Q. Tamm and Clegg being present, considered the suggestion of SA E. A. Furbush, Jr. of the Des Moines Field Office, that the top page of an investigative report be on colored paper so that Agents can quickly locate the beginning and ending of a report when reviewing a file.

The Conference felt that this was unnecessary and if difficulties did arise, the colored paper would not prove of any value, and the change did not appear to be justified.

The employee is being informed if approved.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/26/90 BY SP5C11DM5

66-2554

ORIGINAL FILED IN 66-3252-38

September 5, 1941

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Carson, Nichols, Ladd, Q. Tamm and Clegg being present, considered the suggestion of SA James H. Nicholson of the Detroit Field Office, that when an Agent departs from the office to conduct an investigation under pretext, he should indicate by use of the letter "P" that he is on pretext so that there will be no attempt made to reach him by phone.

The Conference is not aware of any difficulty of this nature which has arisen and, of course, the Special Agent can easily enough omit the telephone number if he feels that there will be some interference in an effort to try to reach him. He can make appropriate notations of any type and it is not believed that there should be any standardized requirement as there would be various types of pretexts and various types of problems involved.

The suggestion is therefore recommended unfavorably and the employee will be advised if approved.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

U. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5CJL/MS

ORIGINAL FILED IN 66-2722-1

September 5, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tracy, Carson, Gurnea, Rosen, Holloman,
Laughlin, Ladd, Nichols, and Hince.

The Conference considered the request of the Newark Division which arose out of an inquiry made by Chief of Police Henry S. Kruse of Rumson, New Jersey, who desired to borrow a copy of the Bureau's film entitled, "The Technique and Mechanics of Arrest and Search of Person" for showing before a group of voluntary civilians who have offered their services as police reserves under the civilian defense program. Chief Kruse desired to exhibit the film in connection with a training program being furnished for the men being trained as reserves, at Deal, New Jersey.

Messrs. Gurnea, Carson, Rosen, Laughlin, Ladd, Nichols, and Hince were in favor of complying with this request inasmuch as the film will be exhibited by a regularly constituted law enforcement agency in the process of building up a reserve force being under the jurisdiction of the police agency.

Messrs. Tracy and Holloman were of the opinion that the Bureau should not lend its film to a police agency for showing to a voluntary reserve group because some of the reserves might use techniques described in the film, and if any injury resulted, might state that they were operating using FBI techniques.

If the Director approves the majority view, the attached reply has been prepared to the Newark Division.

Respectfully,
For the Conference

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Ladd _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

cc Mr. Glavin
Attachment.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

Clyde Tolson
Chairman

E. R. Glavin
Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN 1-16-1-894-11

September 5, 1941

THE DIRECTOR:

Those present at the Executive Conference:

Messrs. E. A. Tamm, Tracy, Carson, Gurnea, Rosen,
Holloman, Laughlin, Ladd, Nichols, Clegg and Hince

The Conference considered and approved unanimously the following Special Agents for assignment to a special course of instruction to be conducted at Washington for the purpose of qualifying them to act as instructors in emergency police duties in wartime as related to civilian defense matters:

W. M. Sirene - Saint Paul	K. Logan - Salt Lake City
W. B. Foard - Baltimore	V. D. Garvey - Butte
J. W. Coulter - Boston	A. C. Hayden - Richmond
H. A. Smith - Los Angeles	G. H. Franklin - El Paso
K. R. Schroeder - Chicago	A. Franz - New York
T. E. Myers - Los Angeles	G. H. Treadwell - Kansas City
G. W. Carlson - San Antonio	J. S. Bush - Saint Louis
D. K. Brown - Washington, D.C.	R. J. Brandt - Denver
J. D. Good - Jackson	L. W. Bryan - Miami
J. Waldman - Springfield	E. G. Wenig - Dallas
D. S. Hostetter - Charlotte	D. Currie - Seat of Government
K. P. Pettijohn - Baltimore	A. F. Carey - Seat of Government
R. H. Simons - New York	T. J. Scott - Seat of Government
J. C. Kennedy - Washington	R. P. Kramer - Seat of Government
S. S. Alden - Seat of Govern-	R. E. Smith - Seat of Government
ment	J. C. Strickland - Seat of Government
J. B. Minor - Seat of Govern-	A. A. Muzzey - Seat of Government
ment	

The Director has previously approved the assignment of ten men to an instructors' school at Washington for the purpose of preparing them to give instruction throughout the field. If approved, the first ten men on the above list who are available will be ordered in for the school. It is recommended that such a school begin September 15, 1941.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP3-110MS

1-49-1

HHC:HD

September 1, 1941

THE DIRECTOR:

dm
The Executive Conference, Messrs. Tolson, Glavin, Carson, Nichols, Ladd, Q. Tamm and Clegg being present, considered the suggestion of Miss Margaret Utter of the Washington Field Office as submitted by SAC McKee, that the telephone be answered "Good Morning, FBI" or "Good Afternoon, FBI".

It is felt for the sake of uniformity the procedure should continue as at present.

Miss Utter is being advised if approved.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C10MS

ORIGINAL FILED IN 62-27353-341

September 5, 1941

HHC:HD

THE DIRECTOR:

2m The Executive Conference, Messrs. Tolson, Glavin, Carson, Nichols, Ladd, Q. Tamm and Clegg being present, considered the suggestion of Special Agent George R. Blair that Register Form No. 3, now maintained on 4 x 6 index cards, be used to replace Register Form No. 1 and to replace the Daily Report Form.

The Conference desires to point out that the Agent in Charge with the present Register No. 1, is able to draw a line at 9 o'clock and thus easily determine when any employee is tardy in arriving. Mr. Glavin pointed out that the cards are of the visible index type and he thought that it would be well to dispense with the No. 1 Form and use No. 3 Form for Agents to sign-in in the morning as well as stenographic employees. The rest of the conference felt that the advantage of drawing the red line at 9:00 A. M. makes it necessary that Form #1 be continued as at present.

As for the use of the Registration Card No. 3 to replace the Daily Report, the Agent pointed out in making the suggestion that if any contemplated interviews were not conducted, then the line could be drawn through this item, and the card could be enlarged to show the full day's activities.

The Conference recommended unfavorably feeling that the Daily Report Form should be uniform for Agents in the Field Offices and at the Headquarters City, and it is felt that this uniformity would avoid confusion and that Agents could prepare their daily reports as they moved from one interview to another so that at the end of the day, daily reports would be complete and no amendments and requirements for drawing lines through omitted interviews would be required.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

NOT RECORDED

W. R. GLAVIN
Secretary

CH-5
CC - Mr. Glavin

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C/L DM/S

ORIGINAL FILED IN 66-2723-60

HHC:VCR

September 4, 1941

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Quinn Tamm, Foxworth, Ladd, Tracy, Holloman and Clegg being present, recommended that in the future all Bureau Bulletins be marked "Strictly Confidential" in a conspicuous place at the top of the Bulletin. The purpose of this is to give added incentive to the Bureau employees to maintain the contents of Bureau Bulletins as confidential material.

The Conference considered the advisability of requesting that all Bureau Bulletins be transmitted to the Bureau once each year, as the new Manual is issued. It was not felt that this would be particularly valuable and it would entail a great deal of work on the part of the Chief Clerk's Office in checking the return of all the Bulletins which had been issued to all of the employees of the Bureau. This would be a very heavy burden as far as volume of work is concerned. Any Agent with malicious intent could, of course, make a copy of the Bulletin and it is felt that after the lapse of a year the information in most of the Bulletins would not be particularly confidential beyond the usual scope of confidential information issued by the Bureau.

If this recommendation is approved, there is attached hereto a memorandum to all Bureau Officials and Supervisors and to the Mechanical Section, giving instruction accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/10M5

ORIGINAL FILED IN

66-2554-99

17

66-2554-

September 3, 1941

DML:jm

THE DIRECTOR

At a meeting of the Executive Conference on September 3, 1941, attended by Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Elegg, Rosen, Gurnea, Holloman, Tracy, Hince, Carson, Quinn Tamm and Ladd, the recommendation of the Committee on Reception and Registration of Associates at the National Police Academy Reunion concerning the Bureau employees to be used in registering the delegates was considered.

The Conference approved the following young ladies:

Miss Vesta Hall, in charge

Training Division (Miss Betty Turner

Crim. Records (Miss Hilda Blincoe, Miss Julia Chamberlain, Miss Joan Miller

Files Section (Miss Emily Harrington, Mrs. Helen K. Wright, Miss Rita Owings, Miss Margaret Kendall, Miss Shirley Goddard

Chief Clerk's Office (Miss Louise Day, Mrs. Thomas Ragan, Miss Avis Allen, Miss Blanche Monday, Miss Carole Livingston

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 32363
DATE 7/26/90 BY SP5C/10m3

The Conference also recommended that the attached badge be used for the Associates and guests.

In the event you approve, the necessary badges will be ordered immediately inasmuch as it takes approximately ten days for delivery.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment
cc - Mr. Hince

Mr. Muzzey
Mr. Ladd

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554

SJT:MLG

September 3, 1941

MEMORANDUM FOR THE DIRECTOR

Those present at the conference were Messrs. Tamm, Curnea, Ladd, Glavin, Q. Tamm, Glegg, Carson and Tracy.

Mr. E. Davis Porter, Personnel Files Section, suggested in order to facilitate messenger service and assist new messengers in becoming familiar with their surroundings, that floor plans of the Bureau's space on the various floors be prepared showing the corridors and the room numbering system. Mr. Porter felt that if each messenger had a mimeographed copy of such a floor plan, it would assist considerably.

The Conference was unanimously opposed to the printing of small separate floor plans to be given to individual messengers in view of the possibility of the loss of such floor plans which would make it possible for outsiders to know exactly which rooms were occupied by the FBI.

The Conference was unanimously in favor of large floor plans of the type suggested by Mr. Porter being printed and mounted on the walls of the messenger room in the Communications Section in order that new messengers might readily refer to same and familiarize themselves with the Bureau's space.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5C/10m3

NO STAMP

ORIGINAL FILED IN 66-2554

September 3, 1941

CHC:LL

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Glavin, Nichols, Tracy, Quinn Tamm, Rosen, Hince, Holloman, and Carson being present, considered the attached proposed bulletin to the field with regard to malicious attempts to damage airplanes and other equipment owned by private flying schools which are under contract to train pilots for the United States Army Air Corps, and unanimously approved its transmission to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

cc-Mr. Glavin

NOT RECORDED
66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C110ms

ORIGINAL FILED IN 66-6966-95-7122

LAH:EG:MS

September 3, 1941

THE DIRECTOR

Those present: Messrs. Tolson, Glavin, Gurnea, Carson, E. A. Tamm, Rosen, Tracy, Nichols, Ladd, Clegg, Holloman and Hince.

The Conference considered the complete set of blueprints for the addition to the Bureau's building at Quantico.

The Conference approved the general plan for the building with the exception of the air-conditioning. The air-conditioning plans were examined this afternoon by experts of the Public Buildings Administration, which office has prepared the recent survey of the existing air-conditioning equipment. It was the opinion of the experts today that the air-conditioning plans drawn by the Navy Department are inadequate and that we will have the same trouble with the new system that we are having with the old system.

The Conference was informed of the willingness of the Public Buildings Administration experts to confer with the architect of the Bureau of Yards and Docks in order to make some suggestions for the improvement of the planned installation of the air-conditioning. The Conference was of the opinion that this should be done and, accordingly, arrangements will be made for a conference tomorrow morning.

The Conference was of the opinion that, if the air-conditioning plans can be adjusted to meet with the approval of air-conditioning experts, the plans should be approved by the Director. Prior to this, however, the Conference was of the opinion that the entire set of drawings should be looked over from the architectural and structural standpoint by Mr. Simon, an architect contact of Mr. Glavin's. A set of blueprints has been furnished to Mr. Glavin for this purpose.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/10ms

66-2554-

NRG:MTS

September 3, 1941

THE DIRECTOR

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n
It was brought to the attention of the Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, Carson, Hince, Rosen, Holloman, Tracy, Ladd, Gurnea and Glavin, that a communication has been received from Special Agent I. E. Nitschke concerning per diem charges in Washington, D. C.

For the information of the Director, Special Agent Nitschke, when attending retraining school in Washington during June, 1941, stayed with relatives in this city. He claimed these per diem charges were suspended. He now again communicates with the Bureau concerning these charges, he being of the opinion that under the Manual of Rules and Regulations and under Government Travel Regulations he is entitled to such charges.

For the further information of the Director, the Bureau has long maintained the policy that Special Agents proceeding to Washington for retraining are not allowed per diem charges if they stay with friends or relatives in the city. This practice is thoroughly known by all Special Agents in the service. We do, however, have numerous inquiries from time to time from Special Agents as to whether they cannot claim per diem charges, and, as in the present case, we have some who are insistent that per diem charges be paid, inasmuch as they do have expenses while they are in the city.

The Director has recently approved a policy that when an Agent attending retraining school occupies an apartment with an Agent presently assigned to Washington and defrays half the apartment expenses during his period of assignment in Washington, he be permitted to claim per diem charges. This is the only exception to the rule. At the present time, any Agent coming in to Washington for retraining and staying at a hotel or boarding house is permitted to charge per diem.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

The Conference has reviewed the Manual sections concerning per diem and has also reviewed the Government Travel Regulations. There is no regulation of any kind which makes it mandatory for the Bureau to pay a \$5.00 per diem charge when an Agent is in a travel status in Washington, D. C. The only limitation in the Government Travel Regulations is that per diem shall not exceed \$5.00.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/20/90 BY SP5C110N5

66-2554

ORIGINAL FILED IN 66-2554

September 3, 1941

The Conference recorded a split vote on whether the Bureau should change its policy concerning per diem charges. Messrs. Gurnea, Holloman, Quinn Tamm, Carson, Rosen, and Tracy recommend that Special Agents attending retraining sessions at Washington be allowed \$5.00 per diem, regardless of whether they stay with relatives, friends, or in hotels. Messrs. E. A. Tamm, Ladd, Hince, Nichols, and Glavin recommend against any change in our present policy. They further recommend that a statement be included in the Manual so that there can be no question in the future of the fact that Agents of this service staying with friends or relatives in Washington while attending retraining sessions, or during special assignments here, cannot claim any per diem charges.

Should the Director approve the retention of the Bureau's present policy, appropriate instructions will be issued. An answer to Special Agent Nitschke's communication is being held in abeyance pending the Director's decision on this matter.

Respectfully,
For the Conference

Clyde Tolson

W. R. Glavin
Secretary

CHC:LL

September 3, 1941

THE DIRECTOR

2m
lc
Please be advised that the Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Nichols, Ladd, Glavin, Tracy, Rosen, Hince, Quinn Tamm, Holloman, and Carson being in attendance, considered the attached proposed bulletin to the field, setting forth provisions of an act conferring jurisdiction upon certain United States commissioners to try petty offenses committed on Federal reservations, and unanimously approved its transmission to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Attachment

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18
NR
NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5CIB/mjs

66-2206-70-41

QT:mac

September 2, 1941

THE DIRECTOR

0
The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Gurnea, Glavin, Carson, Tracy and Quinn Tamm being present, considered a letter received from Dr. Israel Castellanos, Director of the Federal Bureau of Investigation of Cuba, in which Dr. Castellanos pointed out that his Bureau is fingerprinting all aliens who are taken under arrest or accused of "Fifth Column" activities. Dr. Castellanos stated he would make available to the Bureau the fingerprints of these persons if the Bureau so desires.

The Conference is unanimously of the opinion that these cards would serve a definite purpose in the Bureau's files.

If you approve, there is attached hereto a letter to Dr. Castellanos so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

CH-13

NOT RECORDED

66-2554

29

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/26/90 BY SP5C110m3

ORIGINAL FILED IN 32-1522-71

September 8, 1941

BJT:MLG

Suggestion #128
By L. D. Gasteiger, Laboratory

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. Tamm, Curnea, Ladd, Glavin, Q. Tamm, Carson, Egan and Tracy.

SUGGESTION #1: Mr. Gasteiger suggested that when files are being consolidated by the Administrative Files Section, duplicate copies of reports and other communications be destroyed.

This has been the procedure in the Files Section for a considerable period of time.

SUGGESTION #2: Mr. Gasteiger stated that frequently, upon examination of mail received from the field by the Laboratory, specimens submitted are not identical with the specimens already in file and identified with a subject. When such conditions exist, Mr. Gasteiger states there would seem to be no need to clutter a file with correspondence having no relationship to the particular file except the mere appearance of the same name or the same reference. He suggests that if the supervisor reading the mail finds no connection between the current incoming mail and the file in which it is blocked or referred, that a note be made instructing the Files Section to re-block or have the reference stricken.

RECOMMENDATION: Favorable.

The Conference was of the opinion that in such an instance, the supervisor should write and appropriately advise the field in order that the matter might be properly corrected both in the field and at the Seat of Government.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

SUGGESTION #3: Mr. Gasteiger points out that very frequently it has been noted that evidence submitted to the Laboratory in a case submitted by the field is later found to be totally unrelated to that case. He suggests that the field submit the

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110m5

CH-21

NOT RECORDED

66-2554

ORIGINAL FILED IN

66-818-2112

Memorandum for the Director

- 2 -

September 2, 1941

evidence without giving the title of the case being investigated but using some other appropriate title.

RECOMMENDATION: Unfavorable.

Mr. Rosen pointed out that this would not be practical from the investigative and field point of view and the conference was unanimously in agreement with Mr. Rosen's views that it would lead to confusion and that if the matter is handled in accordance with the recommendation of the conference in Suggestion #2 above, this will adequately take care of the situation.

Respectfully,
For the Conference

Clyde Tolson
Chairman

J. E. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

QT:mac

September 2, 1941

THE DIRECTOR

It was called to the attention of the Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Gurnea, Carson, Tracy and Quinn Tamm being present, that recently the practice of addressing copies of "The Investigator" to the individual employees was discontinued.

The Conference was advised that it was impossible in the Identification Division to distribute "Investigators" to the employees because of the fact there was no way of knowing to whom the "Investigators" should go. It was pointed out that there are approximately twelve hundred members of the Recreation Association in the Identification Division and without specific names on the "Investigators" there is no way of distributing them. The Conference was advised by various other officials that the practice of discontinuing the printing of names on "Investigators" had caused more work than it was saving.

Conference was unanimously of the opinion that the "Investigators" should be addressed personally as has been done in the past. It is believed that this will save time.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C10MS

ORIGINAL FILED IN 94-5-1-202

Q12340

September 2, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Gurnea, Glavin, Carson, Tracy and Quinn Tamm being present, considered a memorandum submitted by Mr. Quinn Tamm concerning the fact that during the course of the training of new Agents the members of the new Agents' classes are dispatched to the Identification Division so that they may attempt to identify various Identification Division employees on the basis of photographs or description. Mr. Quinn Tamm pointed out to the Conference that this usually takes place during the day when tours are heaviest and creates a slovenly appearance in the Identification Division.

The Conference recommends that this training of the new Agents be conducted after the hours of seven in the evening.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5/cloms

ORIGINAL FILED IN

66-1855-M-4574

66-2554

RHL:EJG
Special Agent H. R. Sundvahl
Philadelphia Office

August 30, 1941

THE DIRECTOR

2m
9
The Executive Conference, consisting of Messrs. E. A. Tamm, Tracy, Carson, Gurnea, Hince, Rosen, Ladd, Nichols, and R. H. Laughlin, considered the suggestion made by Special Agent H. R. Sundvahl that stickers be placed on Bureau cars reading "Not Over 40 M.P.H." since that would assist in identifying the cars in surveillances.

It was the unanimous opinion of the Conference that such a procedure would not be desirable and if you approve the attached letter to Special Agent Sundvahl will go forward.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/LMS

1441
NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1980-7-1478

DML:GS

August 30, 1941

THE DIRECTOR

At a meeting of the Executive Conference on August 26, 1941, attended by Messrs. E. A. Tamm, Nichols, Tracy, Carson, Gurnea, Rosen, Holloman, Laughlin, Hince and Ladd, the suggestion of the Laboratory to the effect that all telegrams from the San Juan, Puerto Rico office of the Bureau be transmitted from San Juan over the Bureau's radio station to the Bureau's radio station at Chesapeake Bay; that thereafter the Bureau would relay this message by teletype to the appropriate field office for attention was considered.

The Conference was unanimously in favor of this procedure.

In the event you approve of the action of the Conference, appropriate instructions will be issued to the San Juan field office.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

02-42
NOT RECORDED
ORIGINAL - 66-4554-
152 191

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110mS

ORIGINAL FILED IN 100-16555-10

August 29, 1941

LAH:BT

THE DIRECTOR

Suggestion #124,
By R. M. Fauntleroy,
Special Agent.

Those present at the Executive Conference:
Messrs. Tracy, Carson, Curnea, Hince, Rosen,
Holloman, Laughlin, Ladd, Nichols.

The Conference considered the suggestion of Special Agent R. M. Fauntleroy that the Bureau prepare an index to Bureau Bulletins similar to that now prepared for the FBI Law Enforcement Bulletin.

The Conference felt that this was unnecessary, that pertinent and permanent regulations find their way into the Manuals of Rules and Regulations and Instructions, that bulletins of informative character may be retained by Special Agents. It was felt that the establishing of a separate system for the indexing of Bureau Bulletins would be an added function of the Bureau which is not necessary.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

Attachment - Letter to Agent Fauntleroy for approval.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5CJ/ams

66-554 [Signature]

August 29, 1941

LAH:BT

Suggestion #122

By SAA Charles R. Carson.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tracy, Carson, Gurnea, Hince, Rosen,
Holloman, Laughlin, Ladd, Nichols.

The Conference considered the suggestion of Special Agent C. R. Carson that Special Agents firing the Practical Pistol Course be permitted to fire five practice shots from a distance of fifty yards and then examine the target prior to firing the complete Practical Pistol Course.

The firearms instructors have indicated that it would be impossible to conduct training in this manner in view of the limited time available and the necessity for using all time available in the most practicable way. To permit each Special Agent to fire fifty shots from fifty yards and to walk up to the target to examine it, would consume a great amount of time.

It was pointed out by the Conference that at present telescopes are available for examining the targets, the firearms instructors examine the targets and inform the students where they are shooting. The firearms instructors believe that this is a more desirable procedure. The Conference agreed. There is attached for approval a letter to Agent Carson.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

Attachment.

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393013
DATE 7/20/90 BY SP5C10M3

ORIGINAL FILED IN 1-23-138

August 29, 1941

LAH:BT

THE DIRECTOR

Those present at the Conference:
Messrs. Tracy, Carson, Gurnea, Hince, Rosen,
Holloman, Laughlin, Ladd, Nichols.

The Executive Conference considered the Bureau's policy with respect to graduates of the FBI National Police Academy who retire after completing their service in law enforcement. The specific instance in this connection is that of Captain George D. Callan who retired from the Newark, New Jersey, Police Department, on August 1, 1941, after completing almost forty years of law enforcement work. Captain Callan has informed SAC Conroy that his application for retirement has been granted, and that he does not intend to take any position at the present time. The Newark office has requested to be advised whether or not Captain Callan should be urged to attend the NPA Retraining at Washington.

Messrs. Tracy, Nichols, Gurnea, Hince, Rosen, Holloman, Laughlin, Ladd, and Nichols were of the opinion that each case of this type should be considered separately. The case of Captain Callan should be that he be given an honorary status and listed in a separate section of the NPA Directory of Graduates as retired. This would permit his eligibility for attendance at the annual reunions.

Mr. Carson was in favor of considering those who retire from law enforcement as out of law enforcement and not eligible for any of the privileges of the Associates.

Assuming that the majority view is approved, a letter to Newark is attached for approval.

Respectfully
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

Attachment

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/96 BY SP5/clm/s

ORIGINAL FILED IN 66-2554-79

August 29, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tracy, Carson, Gurnea, Hince, Rosen,
Holloman, Laughlin, Ladd, Nichols.

The Conference considered the suggestion of Special Agent I. E. Nitschke that the only dismantling required of the Remington Model S1 auto-loading rifle should be the removal of the fore end and the barrel from the receiver for cleaning purposes.

The Conference was informed that the firearms instructors and Special Agent in Charge of firearms had approved this procedure, indicating that it is unnecessary to break down the rifle further except in case of malfunctions.

The Conference approved the recommendations of Mr. Nitschke and the firearms instructors.

If approved, the attached bulletin will be sent as well as a letter to Special Agent Nitschke.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/96 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

Attachments

NOT RECORDED

66-2554

ORIGINAL FILED IN

66-3760

2930

At/bw

August 28, 1941

THE DIRECTOR

K
Dit
O
The Executive Conference consisting of Messrs. Quinn Tamm, Nichols, Carson, Hince, Gurnea, Holloman, Tracy, Ladd, E. A. Tamm, and Rosen, considered the bulletin to all Special Agents in Charge with reference to the Stowaway Statute Investigations.

In view of the difficulty existing in the Field in the attempt on the part of the Immigration and Naturalization Service to usurp our jurisdiction, this letter was prepared, and clarifies the position of the Bureau with reference to Stowaway violations as related in Bureau Bulletin #43, Second Series, 1940, dated September 16, 1940.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

156
CH-23

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5C110ms

hmr R

ORIGINAL FILED IN 66-6200-45-5801

R/bw

August 28, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. Quinn Tamm, Nichols, Carson, Hince, Gurnea, Holloman, Tracy, Ladd, E. A. Tamm, and Rosen, considered the attached bulletin calling the attention of the Field to the present practice of allowing Special Agents of this Bureau to interview any prisoners at Federal penal institutions.

RECOMMENDATION: FAVORABLE.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-49579

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

160
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/20/90 BY SP5C11 DMS

66-2554

CHG:CSH

August 27, 1941

THE DIRECTOR

④
The Executives Conference, Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Hince, Rosen, E. H. Laughlin, Holloman and Carson being present, considered the attached proposed form letters for use in transmitting information to the Department and to the field in connection with the investigations of Government employees, pursuant to the 1942 Appropriation Bill.

The Conference unanimously approved the adoption of these form letters.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Tamm
Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/20/90 BY SP3C110M5

66-2554-

66-6200-101-117

ORIGINAL FILED IN

AR/bw

August 27, 1941

THE DIRECTOR

Suggestion #56
By T. E. Myers, SA

Those present at the ^Q Executive Conference were Messrs. Quinn Tamm, Nichols, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen.

THE SUGGESTION: Special Agent Myers suggests that Section 45 of the Manual of Rules and Regulations be revised to show the title "Reports in Accounting Cases" rather than the present title "Accounting Reports". It is not believed desirable to make any changes with reference to this recommendation in view of the fact that this section is specifically discussed with Accountants, and it is believed that the present title adequately describes the material contained in Section 45. Agent Myers does not make any recommendation with reference to the subject matter of the material contained in this section.

RECOMMENDATION: UNFAVORABLE.

This Agent also suggests that Section 55 of the Manual presently entitled "Duration of Mail Tracings" be reheaded "Recording of Mail Tracings", inasmuch as he believes that this is more properly descriptive of the contents of the section. The present heading is believed adequate and indicative of the contents of Section 55.

RECOMMENDATION: UNFAVORABLE.

100-1-100
with 100-1-100
Agent Myers also recommends that Section 55 might well be incorporated in Section 54. The present arrangement, in view of the fact that there is no subject matter change, is considered adequate.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

This Agent recommends that Section 67 entitled "Office of Origin to Supervise Investigations", which deals mainly with the tickler system used in the Field Offices, might better be incorporated in Section 108 to 110 of the Manual dealing with assignment and roadwork boxes, and that when added to Section 108 to 110 it be entitled Section 110A, "Tickler System."

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/26/90 BY SP5/clm/s

ORIGINAL FILED IN 100-1-100-6100

Memorandum for the Director

- 2 -

The present practice and arrangement adequately covers the situation with the additional observation that the particular section as it is now entitled "Office of Origin to Supervise Investigations" stresses the necessity for the Office of Origin to conduct and assume this responsibility.

RECOMMENDATION: UNFAVORABLE.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

AR/dw

August 27, 1941

THE DIRECTOR

Suggestion #100
By Fred B. Caldwell SA(A)

Those present at the Executive Conference were Messrs. Quinn Tamm, Nichols, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen.

THE SUGGESTION: Special Agent Caldwell suggests that Field Offices utilize the type of camera commonly used by street photographers, inasmuch as this would prove to be of value to Agents conducting surveillances.

RECOMMENDATION: UNFAVORABLE.

The use of such a camera is limited to few instances. When the necessity arises arrangements can be made to utilize the type of procedure commonly in use in front of movie houses and the like. It is not believed desirable to recommend that the practice be used. However, it is a method of conducting a surveillance which is called to the attention of the Agents in training school.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5CJL/oms

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-6116-

J
CHC:CSH

August 27, 1941

THE DIRECTOR

0
The Executives Conference, Messrs. E. A. Tamm, Nichols, Ladd, Tracy, Hince, Rosen, R. H. Laughlin, Holloman and Carson being present, considered and unanimously approved for transmission to the field the attached bulletin with regard to confidential informants and the manner in which they are to be reported to the Bureau.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc Mr. Tamm
Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/96 BY SP5C110MS

AR/bw

August 26, 1941

THE DIRECTOR

Suggestion #107

By Special Agent R. C. Coulter

Those present at the Executive Conference were Messrs. Quinn Tamm, Nichols, Ladd, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen.

THE SUGGESTION: Special Agent Coulter suggests that stop notices against stolen or wanted cars be placed with the National Automobile Theft Bureau and the Automobile Underwriters Detective Bureau. This would alleviate the necessity for each Field Office to place such stop notices as are requested of it during the course of an investigation.

RECOMMENDATION: UNFAVORABLE.

When stop notices are placed against stolen or wanted cars, it is believed desirable that the Special Agent in Charge request the State Motor Vehicle Bureau and other organizations by letter. This indicates that the FBI is particularly interested in the placing of the stop notice and any information contained in the files of these agencies with reference to the specific request is furnished directly to the Field Office rather than through the intermediary which this Agent suggests.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5CJ/10m3

66-2554-

ORIGINAL FILED IN 62-2653

HHC:LH

Suggestion No. 108

By: Thomas R. Dugan

August 26, 1941

THE DIRECTOR

A: The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Foxworth, Holloman, Rosen, Tracy, Ladd and Clegg being present, considered the suggestion of Mr. Dugan that Professor Emma P. Carr, eminent chemist at Mt. Holyoke College, should be invited to lecture before quarterly police conferences or other meetings in the Bureau Boston field office on national defense subjects and that she might be available also at the New Haven and Albany field offices. The Conference unanimously recommended against inviting this eminent professor to discuss theoretical subjects to practical law enforcement officers, as the quarterly conference time is now consumed by a constructive program prepared in advance for the mutual benefit of the FBI Law Enforcement Officers' Mobilization Plan for National Defense.

Mr. Dugan is being advised of the above action by the attached letter, if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 593,013
DATE 7/20/90 BY SP5cr/ams

ORIGINAL FILED IN. 66-1340-31

August 26, 1941

IHC:LN

Suggestion No. 105

By: E. H. Adkins, Jr., Special Agent

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Foxworth, Holloman, Rosen, Tracy, Ladd and Clegg being present, considered the suggestion of Mr. Adkins that the sentence, "Postmasters may be listed by title rather than by name," found in Section 7 of the Manual of Rules and Regulations be clarified.

In this section the names of law enforcement officers are called for, but it states that "Postmasters may be listed by title rather than by name." This means that a postmaster can be listed as a postmaster at Junction City, Tennessee, and it will be unnecessary to get the personal names of the postmasters. This is a satisfactory procedure, seems to be entirely clear, and there is no difficulty being encountered. It was recommended that no change be made in the Manual. The attached letter, if approved, will be sent to Mr. Adkins, accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

CH-22

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[Handwritten signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/20/90 BY SP5CUBMS

ORIGINAL FILED IN 66-1934-1184

QTimeo

August 26, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Rosen, Gurnea, Hines, Carson, Holloman, Tracy and Quinn Tamm being present, considered proposed menus for the various entertainment features of the WPA Reunion and recommend the following menus:

The Exceptions:
Monday,
October 6, 1941

Hot Frank rolls
Hot Snacks
Devilled Crab Cakes
Devilled Shrimps
Spiced Salami
Celery and Radishes
Hot Cheese Balls
Whole Cheese, Ham, Liverwurst
and Pork and Onion sandwiches
cut in quarters squares
Heurich's beer
Coca Cola
Gingerale
Coffee

The Men's Luncheon:
Wednesday,
October 8, 1941

Cold Spanish Soup, New Orleans Style
Broiled Maitre of Veal with Bacon
New Succotash
Biscuits Potatoes
Coffee
Lemon and Pineapple Sherbet
Cakes

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

The Banquet:

Thursday,

October 9, 1941

Rambattan Cocktail
Minestrone Fresh Vegetable Soup with Spaghetti
Celery, Olives
Broiled Filet Mignon, Sauce Italienne
New Peas
French Fried Potatoes

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 355,013
DATE 7/20/90 BY SP5C/MMS

66-2554

Memo for the Director

-3-

August 26, 1941

Heart of Lettuce, Lorenzo Dressing
Frozen Egg Nog and waffle
Cakes
Mints
Demi Tasse

If you approve, appropriate arrangements will be made.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

August 26, 1941

HHG:1H

Suggestion No. 31

By: J. M. Lopez, Special Agent

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Foxworth, Holloman, Rosen, Tracy, Ladd and Clegg being present, considered the suggestion of Mr. Lopez that Section 92 of the Manual of Rules and Regulations be amended and that registration forms No. 1, 2 and 3 as now used by the Bureau be prepared and filled in with sample entries to illustrate the most usual methods of preparing these forms and that the model daily report be prepared in a similar manner with sample entries in order to show the type of information required. Specimen forms of the type recommended are attached hereto. The Conference unanimously recommended their adoption and inclusion in the Manual.

The attached letter, if approved, will be forwarded to Mr. Lopez, accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-2

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/26/90 BY SP5C110m3

ORIGINAL FILED IN 66-2554

LAH:MET

August 26, 1941

THE DIRECTOR

Those present were: Messrs. E. A. Tamm,
Clegg, Foxworth, Glavin, Nichols, Rosen,
and Tracy.

The Executive Conference approved the attached
recommendation for changes in Section 29 of the Manual
of Instructions dealing with Bureau firearms and firearms
training.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/20/90 BY SP5/clm/s

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

QI:mac

August 26, 1941

THE DIRECTOR

C
The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Rosen, Gurnea, Hince, Carson, Holloman, Tracy and Quinn Tamm being present, considered a memorandum submitted by Mr. Coffey with regard to the distribution of radio decoy kits to the Field.

The Conference unanimously recommends that the six new kits which are to be used in extortion plants be distributed to the following offices so that they may be available for the Field to use:

Kansas City
Los Angeles
Miami
New York
San Antonio
Seattle

It is noted that one kit is available in the Technical Laboratory at the Seat of Government and another kit is located in the Chicago Field Division.

If you approve, appropriate instructions will be issued to the Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mrs. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/96 BY SP5C10M3

66-2554

ORIGINAL FILED IN 66-2554-16

JOHN EDGAR HOOVER
DIRECTOR



AR/bw

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 26, 1941

MEMORANDUM FOR THE DIRECTOR

Suggestion #78
By Joseph W. Menzie, SA

Those present at the Executive Conference were Messrs. Quinn Tamm, Nichols, Ladd, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen.

SUGGESTION #1: Special Agent Menzie suggests the possibility that the Matnap unknown subject may be a printer by occupation, and that a check should be made of all employees of printing establishments in the vicinity of the crime scene.

RECOMMENDATION: UNFAVORABLE.

This has already been covered.

SUGGESTION #2: Special Agent Menzie suggests Special Agents while off duty could indicate on the reverse side of the pink card, which is maintained in the Kardex system presently being supplied to field divisions for substitution of Field Register #3, their whereabouts.

RECOMMENDATION: FAVORABLE.

SUGGESTION #3. It is suggested that motion pictures be obtained of suspects in bank robbery cases. The Bank Robbery Album contains photographs of known bank robbers. If motion pictures could be obtained of these individuals while walking, he believes this would assist materially in identifying the subject in the minds of the witnesses.

RECOMMENDATION: UNFAVORABLE.

This cannot be done practicably at this time.

SUGGESTION #4: It is suggested that charts and photographs be prepared by each field division of places which of necessity will generally be entered, used or occupied by subjects under surveillance.

RECOMMENDATION: UNFAVORABLE.

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Foxworth ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Carson ✓
Mr. Drayton ✓
Mr. Quinn Tamm ✓
Mr. Hendon ✓
Mr. Coffey ✓
Mr. Harbo ✓
Tele. Room ✓
Tour Room ✓
Mr. Nease ✓
Mr. Tracy ✓
Miss Beahm ✓
Miss Gandy ✓

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253 12 11 12 PM '41

No change #✓


66-2554


Memorandum for the Director

- 2 -

In conducting surveillances it is necessary to actually observe the place to be covered, and in view of changing conditions, any material gathered would become obsolete within a short space of time.

Respectfully,
For the Conference

ak
H

Clyde Tolson
Chairman


W. R. Glavin
Secretary

Q:mao

August 26, 1941

THE DIRECTOR

3
The Executive Conference, Messrs. E. A. Tamm, Ladd, Glavin, Nichols, Rosen, Gurnea, Hince, Carson, Holloman, Tracy and Quinn Tamm being present, considered a request submitted by the Texas Department of Public Safety that where subjects are convicted of a Federal offense in the State of Texas the State Bureau be furnished with a transcript of their criminal records.

The Conference is unanimously of the opinion that this Bureau should not do this. It would simply result in the building up of a state file and in sending to the state file information in which it would not be particularly interested. Further, it would necessitate special rules of instruction in the Identification Division not consistent with the uniform method of handling replies to fingerprint cards.

If you approve, there is a letter to the Texas Department of Public Safety attached hereto so advising it.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____ Enclosure

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/LPM/S

NOT RECORDED

66-2554-

ORIGINAL FILED IN 52-27152

DML:GS

August 26, 1941

THE DIRECTOR

0

At a meeting of the Executive Conference on August 23, 1941, which was attended by Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Rosen, Quinn Tamm, Carson, Gurnea, Holloman, Hince and Ladd, the request of the Technical Laboratory for the purchase of one radio telegraph printer capable of receiving the so-called "Hellschreiber" signals (or the messages sent over the German facsimile system) was considered.

It was pointed out to the Conference that the Teletype Corporation could duplicate the so-called "Hellschreiber" for approximately \$500. It was also pointed out that this equipment was necessary in intercepting messages between Germany and South America.

The Conference was unanimously in favor of making this purchase.

Respectfully,
For the Conference.

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/90 BY 1SP3C110MS

NOT RECORDED

66-2554-

ORIGINAL FILED IN 86-638-274

AR/bw

August 26, 1941

THE DIRECTOR

9-
The Executive Conference consisting of Messrs. Quinn Tamm, Nichols, Ladd, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen, recommended that the proposed bulletin to all Special Agents in Charge containing the provisions of the new National Cattle Theft Act be transmitted to the Field. It was also recommended that a separate classification be afforded to this particular violation.

The National Cattle Theft Act provides for the punishment of persons transporting stolen cattle in interstate commerce. Although the provisions of the Act are similar to those of the National Motor Vehicle Theft Act and the National Stolen Property Act, nothing in the Act shall be construed to appeal, modify, or amend any part of the NSPA.

The proposed bulletin is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECORDED

66-2554-

137

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/96 BY SP5CrlomS

h f

ORIGINAL FILED IN 62-47441-212

LAH:MET

August 26, 1941

THE DIRECTOR

Those present were Messrs. E. A. Tamm,
C. Tamm, Glavin, Carson, Holloman, Tracy,
and Hince.

The Executive Conference considered the inquiry made by Professor J. L. Lingo, Director of the Public Safety Institute of Purdue University. Professor Lingo indicated that the trustees of Purdue in response to requests from various industries have authorized the employment of a full-time plant protection training specialist who would develop, organize, and actively conduct training programs for industrial plant protection throughout the State of Indiana. Professor Lingo indicated that he did not desire to carry on any activity which would conflict in any manner with the work and desires of the FBI.

The Conference was of the opinion that this matter was one that should be referred to the Office of Civilian Defense for decision. Accordingly, if approved, there are attached letters to Mayor LaGuardia and Professor Lingo.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

cc-Mr. Glavin

NOT RECORDED

66-2554

[Handwritten signature]

66-8700-56-51

DL:CS

August 26, 1941

THE DIRECTOR

At a meeting of the Executive Conference on August 23, 1941, which was attended by Messrs. E. A. Tamm, Glavin, Nichols, Tracy, Rosen, Quinn Tamm, Carson, Gurnea, Holloman, Hince and Ladd, the request of the Technical Laboratory to have Mr. W. G. Driscoll prepare a technical paper on the subject of "Optics in Crime Detection" for presentation at the annual meeting of the Optical Society of America to be held in New York City on October 24th and 25th, 1941, was considered.

It was pointed out to the Conference that Mr. Driscoll is a member of the Optical Society of America; that such a paper, if prepared by him, would be prepared as a representative of the Technical Laboratory of the FBI; that such paper must be presented to the Secretary, Professor Arthur G. Hardy, Massachusetts Institute of Technology, Cambridge, Massachusetts, prior to September 22, 1941. It was also pointed out that, of course, such paper would be approved by the Bureau prior to its submission.

The Conference was unanimously in favor of having Mr. Driscoll prepare such a paper and present it at this meeting.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/26/90 BY SP5CIB/MS

AE/bw

August 26, 1941

THE DIRECTOR

2m
Suggestion #73
By H. L. Scott, SA

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5CJ/DM3

Those present at the Executive Conference were Messrs. Quinn Tamm, Nichols, Hince, Carson, Tracy, Holloman, E. A. Tamm, and Rosen.

SUGGESTION #1: Special Agent Scott suggests that the date of admission to the bar be included in future application forms, and that the applicant be required to state definitely the time of his admission to the bar.

RECOMMENDATION: FAVORABLE.

This will save considerable investigative work at the time the investigation is conducted with reference to the applicant.

SUGGESTION #2: It is suggested that the Bureau discontinue forwarding letters to Field Offices directing that the records of penal institutions be checked and appropriate leads set forth in Conditional Release Violator investigations, the observation of the Agent being that the Office of Origin will have all of the material with reference to the Conditional Release Violator, and that a check at the penal institutions is a duplication of work. This assumption on the part of the Agent is incorrect, inasmuch as in over 50% of the cases the Office of Origin will not have the latest information with reference to the applicant's relatives, correspondents, etc. This information is obtained from the penal institution where he was incarcerated prior to his conditional release. If the Office of Origin does not conduct an extensive investigation looking to the apprehension of the fugitive, fragmentary information is usually obtained concerning the fugitive's contacts, relatives, correspondents, etc. It is most desirable, therefore, that in every instance a check be made at the penal institution to obtain the latest information concerning the Conditional Release Violator.

RECOMMENDATION: UNFAVORABLE.

66-2554

ORIGINAL FILED IN 66-2160-324

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Memorandum for the Director

- 2 -

SUGGESTION #3: It is suggested that Field Offices secure information concerning reserve officers and the duties previously performed by them at military posts from the Military Corps Area, rather than the Military Post or Reservation.

RECOMMENDATION: UNFAVORABLE.

The Field Offices have been instructed to request information concerning reserve officers of the Washington Field Office inasmuch as all data are centralized in Washington, D. C.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

HHC:LN

August 25, 1941

Suggestion No. 90

By: Jay C. Newman, SAC

THE DIRECTOR

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2
The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Foxworth, Holloman, Rosen, Tracy, Ladd and Clegg being present, considered the suggestion of Mr. Newman that it would improve the relations between the Bureau and local officers if the Bureau could recommend to the head of the Selective Service that law enforcement officers be given consideration as necessary men in national defense, and thus be exempted from selective service. The Conference felt that no action should be taken in view of the fact that it is a national policy for each particular prospective draftee to be considered on his own merits. This must be done in the Bureau as well as in other organizations. Mr. Newman is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,513
DATE 7/26/90 BY SP361/DMJ

ORIGINAL FILED IN 66-2554-2

HHG:MET

August 25, 1941

THE DIRECTOR

A The Executive Conference, Messrs. Tolson, Foxworth, Glavin, Ladd, Nichols, Rosen, E. A. Tamm, Q. Tamm, Tracy, Drayton, and Clegg being present, considered various suggestions for modifying the Manual of Rules and Regulations as set forth in the attached memorandum prepared by Special Agent Robey based upon Bureau Bulletins. All the suggestions were approved as they were based on Bureau Bulletins except the following:

1. Section 75 has been further changed and the phraseology for Section 76 is in a separate memorandum which has already been given consideration and approved.

2. As to Section 11 of the Manual of Rules and Regulations, relating to publicity, the quotation from a Bureau Bulletin "However, it will not be necessary for Special Agents in Charge to obtain prior authority from the Bureau to furnish information to the press relative to the apprehension of subjects in Bureau cases which are of purely local interest. No release without prior Bureau authority should be made where the case is of an involved nature and in which other Field Divisions may be equally interested. A release should not be made unless a complaint has been filed." Messrs. Nichols and Rosen opposed including this phraseology in the Manual as it was generally understood by the Agents in Charge and it gave approval by Manual instruction to a fairly recently inaugurated procedure. When this question was discussed Messrs. Drayton, Holloman, Ladd, Tracy, E. A. Tamm, Glavin, Gurnea, Carson and Clegg being present recommended the inclusion of this phraseology in the Manual while Mr. Rosen and Mr. Nichols opposed it. The others mentioned had previously read and initialed the Manual indicating thereby their approval.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Ladd _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

Respectfully,
For the Conference

66-2554-
NOT RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/20/90 BY SP5C/10MS

cc-Mr. Glavin

ORIGINAL FILED IN 66-1934-6092

RHC:LN

August 25, 1941

Suggestion No. 45

By: J. R. Green, Special Agent

THE DIRECTOR

A
6
The Executive Conference, Messrs. E. A. Tamm, Glavin, Nichols, Foxworth, Holloman, Rosen, Tracy, Ladd and Clegg being present, considered the suggestion of Mr. Green that a program of physical exercises to consume approximately five minutes be devised in the Training Division so that it could be sent out for suggested use by various Special Agents but would not necessarily be required, and that these exercises be made available for use by Special Agents for improving their health and efficiency.

It was the unanimous opinion of all present that it would be agreeable for the physical instructors of the training division to prepare suggested five-minute exercise courses for use by Agents as they desire. If this is approved, the attached letter will be forwarded to Mr. Green and the attached memorandum will be forwarded to Mr. Clegg accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-3554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 332013
DATE 7/20/90 BY SP5C/105

ORIGINAL FILED IN 66-3554-935-1

WRG:PB

August 25, 1941

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Nichols, Gurnea, Carson, Quinn Tamm, Hince, Rosen, Holloman, Tracy and Glavin. It was brought to the attention of the Executive Conference that the night watchmen employed by the Bureau have been finding a number of offices in which mail has not been put away in time for the closing hours.

This matter was discussed in detail by the Conference, the discussion centering around the necessity at the present time of locking up all papers being in an office when the office is closed for the evening. Those who suggested that this procedure be not followed in the future pointed out that at the present time we have a good guard service having four employees assigned to such duty each evening and that all of the outside and intercommunicating doors are locked and they see no added safeguard by further locking up all of the correspondence found in an office at the end of the business day. They point out that if the person wanted to secure any of the papers for review and any information contained in such papers, it would be a very easy matter for them to gain entrance to any of the locked files in the office.

Those who were in favor of continuing the procedure stated that it is believed that the additional safeguard is necessary. They pointed out that such safeguard is not necessarily caused by the fear of forced entering into any of the offices but that the char force which is on duty each evening during the week with the exception of Saturday would have opportunity of reviewing any matter which they might feel of interest and it was pointed out further by Mr. Gurnea that if anyone wanted to get any information from any of our offices they would use the char force for this purpose.

Those favored on continuing the present procedure of locking all the material at night are Messrs. E. A. Tamm, Tracy, Gurnea, and Glavin.

Those opposed and recommending that such correspondence be not locked up at night are Quinn Tamm, Carson, Hince, Rosen, Nichols, and Holloman.

The further question came up concerning the locking of intercommunicating doors between the various offices. It was pointed out by several of those present at the Conference that in the locking of each office and locking of intercommunicating doors should not be necessary if all papers are to be locked up and the

NOT RECORDED

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5CJ/MS

ORIGINAL FILED IN

66-27292-38

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the intercommunicating doors could undoubtedly be open. They pointed out that considerable time must be spent going from one office to the other because of such locked doors, that it is necessary for those inspecting offices to go into the corridor for each office.

Those recommending that the intercommunicating doors be left open are Quinn Tamm, Hince, Rosen, Holloman, and Tracy.

Those recommending that the present policy of locking intercommunicating doors between offices are Carson, Gurnea, Nichols, E. A. Tamm, and Glavin.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

LAH:MET

August 25, 1941

(1)

THE DIRECTOR

Those present were Messrs. E. A. Tamm,
Q. Tamm, Glavin, Carson, Tracy, Holloman,
Rosen and Hince.

(2)
The Executive Conference considered the suggestion of
Special Agent George R. Blair that a motion picture be made showing
the routine duties of a Special Agent from the time he entered on
assignment at a field office, including day-to-day items which would
be helpful to new Agents in enabling them to obtain a more clear-cut
impression.

It was pointed out to the Conference that each class of newly
appointed Special Agents spends one week in the Washington Field Division
before going to their first office of assignment. It was also pointed
out to the Conference that the Bureau was unable at this time to produce
additional motion pictures and that we have some other subjects approved
for production whenever it is possible to make additional pictures.

The Conference was of the opinion that this suggestion should
be held in abeyance and that it should be considered whenever it becomes
possible to make additional motion pictures. If this is approved, a
letter to Mr. Blair has been prepared and a also a memorandum for Mr.
Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

66-2554-

LAH:MET

August 25, 1941

THE DIRECTOR

Those present were Messrs. E. A. Tamm,
Q. Tamm, Glavin, Carson, Tracy, Holloman,
Rosen, and Hince.

The Executive Conference considered the situation which has arisen with respect to the filing of applications for the NPA by members of the Washington, D. C., Police Department. Prior to ceasing active duty, former Superintendent Ernest W. Brown submitted to the Bureau applications for attendance at the National Police Academy by Lieutenant Loraine T. Johnson, Precinct Detective John B. Layton, and Precinct Detective John P. Meshkoff. In addition, several representatives of the Washington Police Department have called at the Bureau personally and have asked for application forms indicating that they did so at the direction of Superintendent Brown. This situation arose just as Brown was leaving the Police Department.

The Conference was of the opinion that this situation should be permitted to rest for the time being but that after a period of 60 to 90 days a letter should be written to Inspector Kelly informing him of the number of applications on file and requesting him to indicate whether he desires these to be maintained in an active status and if so the order of preference he desires to indicate.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C10M3

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554-

ORIGINAL FILED IN

WRG:FB

August 25, 1941

THE DIRECTOR

The members of the Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Gurnea, Carson, Quinn Tamm, Hince, Rosen, Holloman, Tracy, and Glavin considered a memorandum submitted by Special Agent J. B. Foster of the Chief Clerk's Office that an additional light meter be furnished to each of the field offices.

He points out that the one light meter is in possession of each of the offices at the present time and he believes in view of the fact that additional cameras have been furnished to each of the offices that it would be well to have an additional light meter in each of those offices.

The Conference points out that it is not essential that such light meters be available and that it is not believed that further light meters in an office would serve any useful purpose. It is pointed out that in emergency photographic work, agents of an office would not find it possible to use light meters. Therefore the Conference recommends unanimously against the sending of additional light meters to offices in the field at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5C/LMS

ORIGINAL FILED IN 66-4416-609

WRQ:FB

August 25, 1941

THE DIRECTOR

The members of the Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Gurnea, Carson, Quinn Tamm, Hince, Rosen, Holloman, Tracy, and Glavin considered a communication received from C. W. Toliver, colored messenger, wherein he suggests that consideration be given to posting directions along the driveway in the basement at one or two points which would guide the drivers of trucks to the proper unloading platform for the Bureau in the basement.

It was pointed out to the Conference that there have been occasional instances where some particular driver has had some difficulty in locating the FBI loading platform; however, such instances are exceptional and the drivers making calls at the Bureau do so continuously.

The Conference recommended against the placing of any such signs in the basement believing it is not necessary at this time. There is attached hereto the communication from Toliver concerning his suggestions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C10MS

AR/bw

August 23, 1941

THE DIRECTOR

There are attached hereto proposed revisions of the Manual of Rules and Regulations which have been approved by the following:

Mr. E. A. Tamm Mr. Tracy
Mr. Foxworth Mr. Glavin
Mr. Ladd Mr. Quinn Tamm
Mr. Rosen Mr. Carson
Mr. Nichols

It is noted that the revisions pertain to Section 42 with reference to the carrying of the word, fugitive, in the title of the report, Section 42 with reference to probation violator cases in the details of the report, Section 42 with reference to the character of the case, and Section 42 with reference to undeveloped leads. Changes are also recommended with reference to Section 46, Parole Reports, Section 53, Fugitives, and Section 57, Identification and Apprehension Orders.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/20/90 BY SPSC/10m3

ORIGINAL FILED IN

August 23, 1941

CHC:EL

THE DIRECTOR

Re: SELECTIVE SERVICE
Conscientious Objectors

Please be advised that the Executive Conference, Messrs. E. A. Tamm, Nichols, Glavin, Ladd, Rosen, Hince, Tracy, Curnutt, Q. Tamm, Holloman, and Carson in attendance, considered the attached bulletin setting forth the latest legislative amendments and regulatory provisions concerning the Selective Training and Service Act of 1940, and unanimously approved its transmission to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

cc-Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C/LDM

ORIGINAL FILED

WRG:ATW

August 22, 1941

THE DIRECTOR

①
The Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Gurnea, Hince, Rosen, Holloman, Nichols, Tracy and Glavin considered information that it is possible to purchase 500 Thompson Sub-Machine guns from the Auto-Ordnance Company at the present time at a price of \$97.50 a gun.

It was pointed out to the Conference that when we last purchased such weapons we paid \$180 a piece for them. We have endeavored to secure bids on such guns twice recently and have not been successful in securing any bids. The Auto-Ordnance Company is the sole distributor of these weapons at the present time. Mr. Hoover, the President, of this Company, indicated that on any order less than 500, the price would be in excess of \$200 per gun, stating that the factory can at the present time make up and deliver 500 guns on a much cheaper basis than any unit below 500.

For the Director's information, we have at the present time 306 Thompson Sub-Machine guns in the field and 100 in stock here. We need approximately 188 additional guns at a minimum for the remainder of the fiscal year.

The Conference unanimously recommends that the entire 500 weapons at a cost of \$48,750 be purchased. The Conference does not believe that any criticism can be leveled at the Bureau and we will be protected in the event the emergency becomes more severe and the need for firearms becomes more acute.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C10MS

66-2554

Executive Conf.
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-3760-323-2
ORIGINAL FILED IN

NRG:ATW

August 22, 1941

THE DIRECTOR

The Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Gurnea, Hince, Rosen, Holloman, Nichols, Tracy and Glavin considered a request made by Ernest Paul Kelly, Chief Clerk of the San Juan Office, that he be permitted to utilize transportation of the Army Transport USS Oriente for he and Mrs. Kelly when he proceeds to Washington on transfer. He points out that this transportation could be made without cost.

The Conference is opposed to making arrangements with the Quartermaster General's Office for such transportation, it pointing out that if such procedure was initiated, we would be more or less bound at future times in taking advantage of transportation by U. S. Army Transport and if such transport were used, we could not be assured of having the necessary reservations when needed and, no doubt, delay would occur from time to time. It is, therefore, recommended that the attached communication to the SAC at San Juan go forward.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CL-21
P2

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/20/96 BY SP5C10MS

66-6172

RECEIVED AUG 23 1941

NRG:MTS

August 21, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Guinea, Hince, Rosen, Holloman, Nichols, Tracy, and Glavin, unanimously approved advising employees of the Bureau of the proviso of Public Law No. 202, 77th Congress, which makes provision for the payment to employees of the United States Government, its Territories, or possessions, or the District of Columbia, for accumulated and current accrued annual leave when ordered into active military service.

A suggested bulletin to the field is attached hereto.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hedden _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5/ams

NRG:MTS

August 21, 1941

Suggestion #123

Special Agent R. L. Moore, Honolulu Office

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Gurnea, Hince, Rosen, Holloman, Nichols, Tracy, and Glavin, considered the following suggestion submitted by Special Agent Moore:

THE SUGGESTION: That in connection with the investigation of applicants all interviewing officials, both at the Seat of Government and in the field, be instructed to obtain detailed information from applicants concerning relatives employed in other branches of the Federal Government, particularly the armed forces. He points out that with the tremendous increase in Government personnel the task of confirming the relatives' employment in the Government service is becoming a difficult task and more time is necessary for the Special Agents conducting applicant investigations.

RECOMMENDATION: The Conference is in unanimous agreement with Special Agent Moore's suggestion and points out that this matter is being handled at the present time by the Seat of Government and every possible assistance is being given to the field in the ordering of investigations by furnishing all the information which is available at that time. All SAGs have recently been advised as to the necessity for securing such information and it is not believed that a further circularization need be made at this time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,613
DATE 7/26/90 BY SP5Cil/omf

SEP 18 1941

ORIGINAL FILED IN 66-2160

WRG:MTS

August 21, 1941

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Gurnea, Hince, Rosen, Holloman, Nichols, Tracy, and Glavin, considered a suggestion submitted by SAC McKee of the Washington Field Office that the Bureau give consideration in connection with the maintenance of personnel files to including in the personnel file any investigative file of the employee concerned, when such investigative file is located in the field office to which the employee is assigned. He points out that this procedure would make readily available to the SAC investigative material concerning the employee in question, and would also insure that the investigative file was removed from the closed file section.

The Conference points out that under existing instructions the character and fitness investigative reports of any employee assigned to an office must be removed from the general files and placed in special, locked cabinets, where they will not be available to the rank and file of the office.

The Conference further points out that if the investigative reports were included in the field personnel files, these reports would not be available in the offices which conducted the investigation upon the transfer of the employee and all in all would make for incomplete files in the offices of investigation and a generally unsatisfactory condition.

The Conference opposes the adoption of this suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/Loms

66-2554-

August 20, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, G. Tamm, Rosen, Holloman,
Tracy and Hince.

Executive

The Conference considered the suggestion of Special Agent in Charge E. E. Conroy that prior to each quarterly conference of Special Agents in the field offices, the agents be requested to submit any suggestions which they may have concerning matters which they should take up at the conferences.

The Conference is of the opinion that this should not be made a regulation but that during the panel forum of discussions conducted by the Training Division before training classes the possibility of using such a method should be called to the attention of those in attendance.

If approved, the attached letter to Mr. Conroy will be sent.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Ladd _____
Glavin _____
Nichols _____
Rosen _____
Carson _____
Drayton _____
Quinn Tamm _____
Hendon _____
Tracy _____
Candy _____

cc Mr. Glavin
Attachment.

ORIGINAL FILED IN 102-7-44

Refuse

CH-23

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/LMS

WRG:jh

August 20, 1941

SUGGESTION NO. _____
By SAC E. P. Guinane

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Carson, Quinn Tamm, Gurnea, Hince, Rosen, Holloman, Nichols, Tracy, and Glavin considered a suggestion submitted by Special Agent in Charge E. P. Guinane.

THE SUGGESTION: Recently the Special Agent in Charge of the Birmingham Office requested two thousand forms of the sample attached hereto for the field office. This form used by the Birmingham Office covers Bureau-owned automobiles assigned to that office. A card is made out for each car, a description placed thereon, and the date assigned to the office. Included on the card are pertinent data concerning the Agent to whom the car is assigned, time out and time in, mileage out and mileage in, and the condition of car.

RECOMMENDATION: The Conference points out that forms comparable to this are used in the other field offices. It is believed, however, that uniformity should be established at this time, and the Conference unanimously recommends that the card as used by the Birmingham Office, with the addition that a column be added for purchase of gasoline and oil, be furnished to all field offices with instructions that they be utilized by the field for this record in the future.

It was pointed out by Mr. Tracy during the discussion of this matter that certain of the field offices maintain records of the signing in and out of the automobiles at the garages proper. He points out that in the New York Office on one occasion recently it was of much assistance to the Bureau to have such a record in the garage inasmuch as it definitely spiked a report that one of our automobiles was in an accident when the car was in the garage.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

The remainder of the Conference was of the opinion that no records should be maintained at the various garages. It was pointed out that any person having any interest whatsoever could undoubtedly check the records, find out how many cars were out, where they had gone, and other information. It is believed that all the information necessary can be included on the card record maintained in the field office.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C11 DMS

66-2554-

ORIGINAL FILED IN 66-2554-9-1717

August 20, 1941

Should the Director approve, appropriate steps will be taken by the Chief Clerk's Office to furnish each of the field offices with the necessary forms and also issue instructions that records of the movements of Bureau-owned automobiles shall not be maintained at the various public garages.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson .
Chairman

W. R. Glavin
Secretary

LAH:MET

August 20, 1941

THE DIRECTOR

①
The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Rosen, Holloman, Carson, Glavin, Hince, and Tracy being present, approved the attached form letter addressed to Special Agents in Charge informing them of correspondence which has been addressed by the Bureau to graduates of the FBI National Police Academy concerning the Annual Retraining School.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-26

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 1/26/96 BY SP5CJ/MS

NOT RECORDED

66-2554 -

ORIGINAL FILED IN 7-1

LAH:MET

August 20, 1941

THE DIRECTOR

(5) The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Rosen, Holloman, Carson, Glavin, Tracy, and Hince being present, considered the advisability of reducing the number of firearms presently in use by the Bureau.

Prior to making any decision in this matter, the Conference recommended that a definite statement be obtained from each of the Bureau's firearms instructors and from Mr. E. J. Connelley and SAC Brantley. Accordingly, a letter has been prepared for approval to be sent to each of the firearms experts.

With regard to the auto-loading shotgun, the Conference was informed that the Bureau has previously approved the discontinuance of this weapon and that the field has been instructed to turn in these guns as they become unserviceable. At present there are about 50 guns in the field. Bureau instructions also require the training of Special Agents in any weapon which is available for official use in field offices. This means at the present time we are required to train 2,500 men in order that they may know how to use a gun of which there are only 50 in the field. The Conference recommended unanimously that these 50 guns be called in by the Bureau.

If approved, the Chief Clerk's Office will order in the guns from the field offices where they are assigned.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/26/90 BY SP5C/10MS

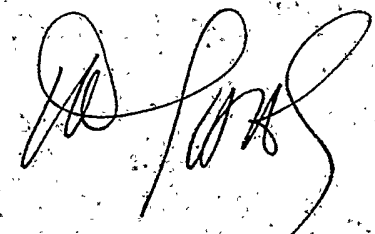
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

66-2554-2914



LAH:NET

August 20, 1941

THE DIRECTOR

A: ①
The Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Foxworth, Glavin, Ladd, Nichols, Rosen, Tracy, Drayton, and Clegg being present, considered the attached memorandum containing changes to be made in the Manual of Rules and Regulations on the basis of Bureau letters addressed to the field since July 1, 1940. The Conference approved the attached changes.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

1 Encl. filed with [unclear] A.

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Foxworth	_____
Mr. Ladd	_____
Mr. Glavin	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Carson	_____
Mr. Drayton	_____
Mr. Quinn Tamm	_____
Mr. Hendon	_____
Mr. Tracy	_____
Miss Gandy	_____

233

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/10m5

ORIGINAL FILED IN 66-1934-6093

[Handwritten signature]

August 20, 1941

LAH:BT

Suggestion #55

By Mr. E. E. Kuhnel,
SAC Memphis.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, G. Tamm, Rosen, Holloman,
Tracy and Hince.

The Conference considered the suggestion made by
Mr. E. E. Kuhnel that Section 74 of the Manual of Rules and
Regulations be revised to include a provision that general letters
requiring circularization be submitted to the Bureau for approval
as is indicated in Section 68.

The Conference approved the following language for
Section 74:

"General letters ordinarily requiring circularization
shall be submitted to the Bureau for approval prior to issuance."

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

*1 Encl. filed
with orig.
A*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____ CC Mr. Glavin
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C1 IDMS

ORIGINAL FILED IN

WRG:jh

August 20, 1941

Suggestion No. 10
By Helen Kinzel
Stenographer

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Carson, Drayton, Gurnea, Hince, Rosen, Foxworth, Holloman, Nichols, Tracy, and Glavin considered a suggestion submitted by Miss Helen Kinzel, stenographer in the Los Angeles Office.

THE SUGGESTION: She points out that within the past year or so there have been a great many more clerical applicant interviews and that perhaps some time could be saved if a form similar to that used in the interview of Special Agent applicants were used.

RECOMMENDATION: The Conference was of the opinion that the use of a form in the interviewing of clerical applicants would be of no particular value and that the use of the form would not eliminate the clerical work involved in the reporting of such interviews. It is believed that the Bureau's present policy of oral interviews conducted through the asking of pertinent questions of the applicant is the best arrangement to be followed at the present time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/96 BY SP5C110M3

WRG:jh

August 20, 1941

Suggestion No. 117

By D. K. Brown

Special Agent

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 305,013
DATE 7/20/90 BY SP5C/LMS

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Carson, Drayton, Gurnea, Hince, Rosen, Foxworth, Holloman, Nichols, Tracy, and Glavin considered a suggestion submitted by D. K. Brown.

THE SUGGESTION: Special Agent D. K. Brown points out that it is the present practice of Bureau field offices to forward requests for applicant investigations by teletype, communicating new leads to other field offices by this method. He further points out that this is desirable, but pointing out that after the lead is set out by teletype it must be followed up by a report restating the lead already set out in the teletype. Mr. Brown points out that this creates unnecessary clerical work for these copies to be mailed in, indexed, serialized, and filed. He further points out that the office receiving the report usually has already followed the lead and transmitted it to the Bureau before a copy of the written report is received by the receiving office. He points out that it is easy to estimate that considerable time is lost by handling these unnecessary copies of reports. He further points out that he understands it is necessary for the Bureau to be advised when one of the offices sets out leads for another office by wire and that it is the practice to verify such leads by furnishing reports. He believes, however, that if every Bureau field office will state in the last paragraph of the report that such action has been taken, the Bureau will have a record of the investigation pending in each field division and can properly follow these investigations. He therefore suggests that the Bureau instruct the Bureau field offices to discontinue furnishing reports to other field offices when they have been requested by teletype. It was also suggested that these instructions include a statement to the effect that the reporting office must make mention in the last paragraph of the report of the fact that the investigation has been requested.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

For the Director's information the entire matter pertains to applicant investigations. Mr. Brown believes that when a request is set out by one office to another office to cover a lead on such applicant investigations and the request is sent out by teletype, the request is handled and the report is submitted to the Bureau before any written report can be prepared by the reporting office.

RECOMMENDATION: Messrs. Quinn Tamm, Holloman, Foxworth, Carson, Drayton, Hince, Gurnea, and Tracy recommend the adoption of this policy.

Messrs. E. A. Tamm, Nichols, Ladd, Rosen, and Glavin are of the opinion that the Bureau's policy in regard to forwarding such reports to

66-2554-
NOT RECORDED

ORIGINAL FILED IN

August 20, 1941

field offices who have been requested to conduct investigation should be continued inasmuch as only in this manner can a complete record of each office's activity be had and only in this manner can the Bureau, which must act as office of origin in applicant investigations, be assured that the various field office have set out the necessary leads to be covered in the other field divisions.

Pending the Director's decision on this matter instructions will not be issued as to the handling of such leads in the future.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

August 20, 1941

LAH:BT

Suggestion #59
By Mr. D. R. Morley

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, G. Tamm, Rosen, Holloman, and Hince.

A The Conference approved the following suggested revisions of the Manual of Rules and Regulations:

Section 61 dealing with Antitrust Investigations should be amended so that the word "temporarily" would be stricken from line five, and that instead the instructions read so as to provide that reports in antitrust cases would be placed in a closed status subject to re-opening when information has been received from an original complainant and forwarded to the Bureau. The language of the section, therefore, would be as follows:

"When complaints of alleged violations of the antitrust laws are received, all available facts shall be obtained from the complainant and a comprehensive report submitted to the Bureau showing the status as closed. This action will permit reopening only upon instructions from the Bureau."

Section 110. The Conference approved a change in one word in this section. The last paragraph would be changed from the following:

"These instructions shall not be construed to mean that more than one copy of assignment cards shall be made..." to the following:

"These instructions shall not be construed to mean more than one set of assignment cards shall be made..."

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC Mr. Glavin

Respectfully
For the Conference

Glyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/96 BY SP5C/LMS

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-1934-

W. R. Glavin

LAH:BT

August 20, 1941

Suggestion #54
By Mr. A. A. Muzzey,
Special Agent.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Carson, Q. Tamm, Rosen, Holloman, and Hince.

The Conference considered the suggestion made by Mr. Muzzey that Section 51 of the Manual of Rules and Regulations be reworded so as to make more clear the Bureau's instructions with respect to communications addressed to Washington by employees on official matters in which the department is interested.

The Conference was unanimously of the opinion that the present wording is satisfactory and desirable. The present wording is as follows:

"COMMUNICATIONS WITH DEPARTMENT OFFICIALS--Employees shall direct to the Bureau all communications addressed to Washington on official matters in which the department is interested."

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

CC Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Prayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

ORIGINAL FILED IN 66-1930-1103

WRG:jh

August 20, 1941

Suggestion No. 110
by SAC E. E. Conroy

MEMORANDUM FOR THE DIRECTOR

A The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Carson, Drayton, Gurnea, Hince, Rosen, Foxworth, Holloman, Nichols, Tracy, and Glavin considered a suggestion submitted by SAC E. E. Conroy.

THE SUGGESTION: This Agent in Charge points out that the Bureau's salary scale for the Special Agents in Charge is far below the level of similar field executives in the Bureau of Immigration and Naturalization in the Department of Justice. He points out that it is his understanding that there are twenty-two District Directors of the Bureau of Immigration and Naturalization stationed through the United States, and that their salary range is between \$7500 and \$9000 a year. He believes that the salary of the Special Agents in Charge should be at least comparable with such executives. He suggested that the Bureau recommend legislation to Congress or take other action which might bring about appropriate increases in the salaries of the Field Executives of the Bureau.

For the information of the Director Mr. Conroy was in error concerning his information regarding salaries received by the twenty-two directors of the Bureau of Immigration and Naturalization. It is pointed out that only one of these individuals is in that salary range and that the others are in salary ranges below. It is also pointed out to the Director that only one other government agency, the Bureau of Internal Revenue, has salaries for its supervisory field officials comparable to Grade 14 with the salary range from \$6500 to \$7500 per annum. The Wages and Hours Division of the Labor Department has one position of Regional Director in grade CAF 15 at a salary of \$8000; however, no provision is made for this position in the 1942 appropriation.

RECOMMENDATION: The Conference understands that the Director has taken what steps he can in securing increased salary allotments for not only the Bureau's Special Agents in Charge but also other personnel.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

W. C. Tolson, Chairman

E. E. Glavin, Secretary

ORIGINAL FILED IN 67-20010-188

WRG:jh

August 20, 1941

Suggestion No. 102
By SAC R. G. Suran

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110M3

The Executive Conference consisting of Messrs.
E. A. Tamm, Quinn Tamm, Carson, Gurnea, Hince, Rosen,
Holloman, Nichols, Tracy, and Glavin considered a sug-
gestion submitted by SAC R. G. Suran.

THE SUGGESTION: He suggests that a duly ap-
pointed inspector be assigned to each district with
his headquarters located in one of the centrally located
divisions in the district. By making frequent contacts
with the various field offices in his district the in-
spector would be able to become intimately acquainted with
the various problems confronting each field office including
matters relative to administrative work, investigative work,
and personnel. Mr. Suran further states that the inspector
could arrange for frequent conferences with the various SACs
in his district and at that time could issue appropriate in-
structions to various ways of expediting the work in that
district. It is Mr. Suran's further opinion that the in-
spector should have authority to transfer personnel for
limited periods of time from one field office to another
and could act in an advisory capacity to the Bureau as to
the personnel which should be transferred from his district
as the exigencies of the Service require. He would also be
in a position to become intimately acquainted with the
achievements of each Special Agent in Charge and Special
Agent and would be able to advise the Bureau where the
services of the particular Agent or group of Agents could
be most effectively utilized. He believes that if this
suggestion were adopted, at least some of the supervision
would be relieved from the seat of government in an effective
manner and is of the opinion that such an arrangement would
result in considerable assistance to the Bureau.

RECOMMENDATION: The Conference wishes to point out
that this procedure is being given consideration by the
Bureau at the present time.

A communication is addressed to Mr. R. G. Suran and
attached hereto concerning this suggestion.

Respectfully,
FOR THE CONFERENCE

NOT RECORDED

66-2554

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-3311-118

LAH:MET

August 20, 1941

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/20/90 BY SP5C110ms

A
The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Rosen, Holloman, Carson, Glavin, Tracy, and Hince being present, considered suggestions offered by Special Agent J. W. Menzie, counselor in a new Agents' class, concerning revisions of the Manual of Rules and Regulations.

The Conference approved the following changes:

Section 3: There should be added to this section the following statement: "Document examinations cannot be conducted at the present time for local law enforcement agencies."

Section 4: The following language "In no instance will the Bureau accept any representative at the Academy who is more than 45 years of age" should be revised to the following: "In no instance will the Bureau accept any representative in the Academy who has reached his 46th birthday prior to the commencement of the National Police Academy session."

Section 7: A new sentence should be added to this section as follows: "Names of local law enforcement officers should not be placed in the sources of information file unless unusually cooperative or in a position to furnish specialized types of information."

Section 42: - "Details". The following sentence appears at the bottom of the page: "When reports of the Technical Laboratory contain information pertinent to the prosecution of any case, the contents of the Technical Laboratory's report should be included in the next investigative report submitted by the Bureau field office after receipt of the report of the Technical Laboratory."

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

It is recommended that the sentence be revised to read as follows: "When reports of the Technical Laboratory contain information pertinent to the prosecution of any case, the contents of the Technical Laboratory's report should be included in the next investigative report submitted by the Bureau field office making the request for examination after receipt of the report of the Technical Laboratory."

It will be observed that this makes more definite the identity of the office which is to include laboratory reports in investigative reports.

NOT RECORDED

ORIGINAL FILED IN 66-1934

66-2554-

Section 93: Mr. Menzie suggested that the sample copy of the daily report in the Manual of Rules and Regulations be revised to correspond to the present form now in use. This was approved by the Conference.

The Conference disapproved as unnecessary the following suggested changes in the Manual of Rules and Regulations:

1. A suggestion that Section 2 of the Manual of Rules and Regulations dealing with the Bureau's investigative jurisdiction be amended to include a statement that certain investigations would not be conducted "by inter-departmental agreement". The Conference felt that the catch all phrase "or otherwise" is satisfactory to indicate that the investigative jurisdiction of the Bureau is restricted to violations of Federal laws and matters not specifically assigned by Congressional enactment or otherwise.

2. A suggestion that Section 6 be amended with respect to cases in which a Special Agent may leave his field division to conduct investigations. Mr. Menzie suggested that the present rule, "In all such cases an employee shall receive prior authorization from the Special Agent in Charge", should have the following added: "except in cases of emergency when the Special Agent in Charge shall be notified at the earliest time possible." The Conference felt that this was implied in the present section and merely added wordage.

3. Mr. Menzie suggested that Section 12 be amended to clarify the matter of notifying the Bureau in cases of arrests made by Bureau Agents. The Conference indicated that this matter is now under consideration and that new instructions are being issued. Accordingly, it will be appropriate to make changes on the basis of the new instructions.

4. Mr. Menzie suggested a change in the order of the dictation of investigative reports. It was pointed out to the Conference that the order contained in the Manual of Rules and Regulations is a suggested one only. It was also thought by the Conference that the present suggested order is preferable to the order suggested by Mr. Menzie who was of the opinion that the synopsis should be dictated prior to the details. It was pointed out by the Conference that it was much more desirable to have the details of a report dictated prior to the dictation of the synopsis.

5. Mr. Menzie suggested the addition of unquestionably correct material concerning the setting out of references in Bureau reports. The Conference was of the opinion, however, that the additional material, although correct, was more properly the subject of detailed instructions in the training courses rather than material for the Manual of Rules and Regulations.

Memo - Director
Page 3

6. Mr. Menzie suggested that the name of the victim be required to be set out in the title of investigations under the National Stolen Property Act.

The Conference was of the opinion that there was no necessity for this. Mr. Tracy indicated it was a file problem mainly and that the name of the subject would satisfy the files section for identification purposes.

7. Mr. Menzie suggested that the Manual be amended to show that wanted notices might be placed with the Bureau to locate subjects for questioning. The Conference was of the opinion that it would be undesirable to include such a statement in the Bureau's manual.

If approved, a letter to Mr. Menzie has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

QTimead

August 19, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Ladd, Rosen, Holloman, Carson, Nichols, Tracy and Quinn Tamm being present, considered a letter received from the Mexico City Y.M.C.A. in which Coach Leoncio Ochoa advises that the basketball team of the Mexico City Y.M.C.A. will be touring the United States and requests a game with this Bureau's Recreation Association Basketball Team.

The Conference recommends that this game be played. If you approve, appropriate arrangements will be made.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/26/90 BY SP5010MS

ORIGINAL FILED IN 62-26176-389

66-2554-

17

August 18, 1941

GAN:MLG

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were: Messrs. Tolson, E. A. Tamm, Glavin, Nichols, Gurnea, Foxworth, Carson, Ladd, Q. Tamm, Hince and Tracy.

At a recent SAC Conference, Special Agent in Charge Sam Hardy made the suggestion that explicit instructions be issued to the field as to what type of mail should be forwarded to the Bureau under "Personal and Confidential" cover as well as under the captions of "Personal" and "Confidential" covers.

The Conference unanimously agreed that the suggestion of SAC Hardy should be put into effect in order to eliminate any confusion as to the type of material that should be forwarded to the Bureau and to the field as well, under the above captions and that it should be pointed out that the use of these captions should not be abused.

There is attached hereto a proposed bulletin to all field offices which will supersede Section 79 of the Manual of Rules and Regulations. There is also attached hereto a proposed form letter to all supervisors at the Seat of Government.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - W. R. Glavin

NOT RECORDED
66-7554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,413
DATE 7/26/90 BY SP5C110MS

LBN:WGE

August 17, 1941

Suggestion No. 127
By: Lorraine Jahn
Stenographer

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Tracy, Rosen, Carson, Holloman and Nichols, considered the suggestions of Miss Lorraine Jahn:

1. When information is submitted to one or more Governmental agencies, each agency be advised of the distribution of the information.

Recommendation unfavorable. The Conference unanimously pointed out that no general rule could be followed, that sometimes the above practice would be most undesirable and that each particular case would have to be decided upon separately.

2. When a letter is addressed to one individual and marked for the attention of another it carry only the word "Confidential" rather than "Personal and Confidential".

The Conference was fully in favor of this procedure.

3. It was suggested that the original of copies of letters and memoranda be made on plain bond instead of thin white.

Recommendation unfavorable. Sufficient copies could not be made if the first copy was made on bond paper.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED
66-2554

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/20/90 BY SP5CJ/lms

ORIGINAL FILED

HHC:VCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Quinn Tamm, Holloman, Ladd, Foxworth, Nichols and Clegg being present, considered the recommendation of SAC Banister of the Butte Office that reconsideration be given to FBI NPA Applicant Russell George Haskin, Chief of Police at Boise, Idaho. It appears that Haskin was charged with felonious rape, a warrant was issued, he was arraigned and released under \$1,000 bond. At the hearing, the complainant testified she was 17 years of age and accused Haskin of forcefully having relations with her against her will. Haskin offered no evidence in defense and did not testify. Probable cause was found and \$1,000 bond was fixed and subsequently the complainant appeared in court and stated for the best interests of all parties and because of a lack of evidence, she no longer desired to prosecute and on June 25, 1924, the case was dismissed. The offense took place in Clifton, Kansas. The family settled the matter out of court. Haskin was 18 years of age at the time.

Banister states that Haskin desires to attend. \$800.00 has been appropriated. Boise is the largest town in Idaho. It appears desirable to have a representative from that city, but he wants to be informed as to his eligibility. The Conference unanimously recommended against Haskin's being accepted in the Academy. If this is approved, SAC Banister is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 11/26/90 BY SP5C/oms

ORIGINAL FILED IN 1-2383

66-2554

HHC:YCF

August 16, 1941

THE DIRECTOR

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The Executive Conference, Messrs. E. A. Tamm, Rosen, Q. Tamm, Holloman, Ladd, Foxworth Nichols and Clegg being present, considered the draft of instructions to be followed in giving quarterly technical training in field offices and the attached form, as amended, was approved and the new cards will, upon approval by the Director, be prepared and a new page in the Manual will be prepared for immediate substitution.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

N. R. Glavin,
Secretary.

cc Mr. Glavin

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110mS

ORIGINAL FILED IN 130-51

HHC:VCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. Foxworth, Ladd, Rosen, Quinn Tamm, Carson, Rosen, Holloman and Clegg being present, approved the attached letter for acknowledging pledges of the FBI Law Enforcement Officers Mobilization Plan for National Defense when they are received from individuals other than law enforcement officers. Quite a number are being received and this form letter should limit the amount of correspondence in this field.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,012
DATE 7/26/96 BY SP5/lon/s

NO FOR

WRG:ird

August 16, 1941

Suggestion #46

By Special Agent Gene B. Stedman

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Rosen, Tracy, Gurnea, Ladd, Hince, Carson, Nichols, Quinn Tamm, Drayton, Foxworth, Holloman, and Glavin.

The Conference considered the suggestion submitted by Special Agent (A) Gene B. Stedman that the policy of having all applications and eventual hiring by the Bureau of field office clerical and stenographic employees be discontinued and that the Special Agent in Charge, in agreement with the Number One Man, together with the supervisor in charge of a department, where in existence, be given this power. He further suggests that if the Bureau is not desirous of instituting such a practice that it send out a small staff to those field offices where the situation is acute to take charge of interviewing, hiring, and administrative duties until dictation, typing, and file rooms are brought up to date. This employee points out that the shortage of clerical and stenographic personnel in field offices has developed a situation that is imperiling the functioning of the Bureau as an efficient organization; and that unnecessary delay and present methods should be short-circuited until the office is operating on a current basis.

The Conference is unanimous in opposing the adoption of this suggestion. The Conference points out that on many occasions applicants are interviewed and investigated in the field and recommended for appointment when, as a matter of fact, the results of the character and fitness investigations are such that no appointment should be offered to those individuals.

The matter of unnecessary delay in the present methods it is believed has been taken care of at the present time inasmuch as field offices have been given approval to appoint all necessary clerical personnel and in addition thereto, completion of the character and fitness investigation is expedited to the greatest possible extent by the Bureau.

There is attached hereto a communication addressed to Special Agent Stedman.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/26/90 BY SP5CIV/MS

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

CH-23

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66-2554-

Attachment

ORIGINAL FILED IN 66-2554-356

HQS:PCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tosen, Ladd, Holloman, Foxworth, Carson, Quinn Tamm and Clegg being present, considered the suggestion of SAC Danner that the graduates of the MPA provide an alumni scholarship fund, which would be used to pay expenses of those who were in Washington and ran short of funds and who were worthy and needed financial assistance.

The Conference unanimously recommended against this in view of the fact that such a fund would have to be administered by the Bureau and would impose an unnecessary burden on the graduates and it would also promote possibilities of chiseling on the part of those who attended. It was felt that the Police Departments should bear the expenses and there is where the burden should fall. SAC Danner is being informed accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5C10ms

ORIGINAL FILED IN 94-1-666-709

HHC:VCH

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. Rosen, Ladd, Holloman, Foxworth, Carson, Quinn Tamm and Clegg being present, considered the following matters with reference to the FBI NPA Retraining School, October 6 to 11, 1941:

1. It was recommended that a certificate be awarded to those graduates who take the entire course of retraining.
2. It was agreed that all graduates of the Academy from foreign countries who are believed to be presently engaged in law enforcement should be invited.
3. It is believed that Stenographer Hodinger of the New York Office should take down the public addresses, as well as the detailed stenographic record of the Associates' business meeting, but it was not believed that any of the FBI courses of training should be transcribed.
4. It was recommended that the police training committee, consisting of Messrs. Kavanaugh, Sullivan, Woods and Broughton, and Superintendent Kelly and Chief Kluchesky, be invited to be present to attend the retraining course and to participate in the entertainment features, although the suggestion that John J. O'Connell of New York be invited was recommended unfavorably.
5. Concerning the question as to what would be done with former graduates who are no longer connected with law enforcement, who, having heard of the Retraining School and Reunion, come on their own volition, and, particularly with reference to the closed sessions, Messrs. Rosen, Carson, Quinn Tamm and Clegg recommend that they be kept out of the closed sessions since they are not eligible to attend. Messrs. Ladd, Holloman and Foxworth recommended that if they come and desire to attend, they be permitted to attend.

6. With reference to those former graduates no longer in law enforcement who come without invitation to the Reunion, it was the unanimous recommendation of all present that they be permitted to participate in the entertainment features.

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP3C/LMS

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554

HAT HAR

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

HHC:VCR

August 16, 1941

THE DIRECTOR

(S)

The Executive Conference, Messrs. E. A. Tamm, Rosen, Quinn Tamm, Holloman, Ladd, Foxworth, Nichols and Clegg being present, considered the inquiry of SAC Sears as to whether the Bureau would want to follow any of the suggestions of the University of Pennsylvania Engineering Defense Training Department about giving a course in plant protection for defense in industries. It was the recommendation of the Conference that this matter be referred to the Director of Civilian Defense and this is being done, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. E. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/96 BY SP5cl/m/s

NOT RECORDED

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ORIGINAL FILED IN 64-1-1700-577

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August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Quinn Tamm, Holloman, Ladd, Foxworth, Nichols and Clegg being present, considered the suggestion of SAC J. R. Ruggles that law enforcement agencies were calling upon FBI Offices for investigative assistance and that field offices should give expedite attention to these requests and not defer them an unreasonable length of time, because the Bureau insists that the police give more prompt attention in cases referred to the police. He suggested that a letter go to all Agents in Charge requesting that preferred attention be given to such cases and the Executive Conference unanimously approved this suggestion and there is attached hereto a letter of the type suggested for your approval. Mr. Ruggles is also being informed as to the action taken.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-13

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/26/90 BY SP5C110MS

11

HHC:VCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Quinn Tamm, Holloman, Ladd, Foxworth, Nichols and Clegg being present, considered the police training school situation in Minnesota. C. C. Ludwig, Executive Secretary of the League of Minnesota Municipalities has shown his unfriendliness toward the Bureau in many instances, funds have been obtained from the State Board of Education, a Lieutenant Hoyt of Wichita, Kansas, has been employed as an itinerant instructor and training has been given at thirty small places to 430 police officers, with an average attendance of 14 officers at each place. None of the schools were held in larger cities. The League plans to get into the larger cities. Ludwig requested the assistance of the Bureau which was refused.

It is recommended that the Bureau conduct training schools of two days each in each of the following places, at some appropriate time in the fall, and, if this is approved, appropriate steps will be taken to initiate such a course of training with the use of a minimum number of personnel:

Duluth
Hibbing
Virginia
Brainerd
Winona

Mankato
Bemidji
South Saint Paul
Saint Cloud
Faribault

Respectfully,
For the Conference,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/20/90 BY SP5C/LMS

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

FEDERAL BUREAU OF INVESTIGATION	
SEP 2 9 41 A.M.	
U. S. DEPARTMENT OF JUSTICE	
	FILE

ORIGINAL FILED IN 1-16-

WRG:lrd
Suggestion #14
By William E. McCauley

August 16, 1941.

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Rosen, Tracy, Gurnea, Ladd, Hince, Carson, Nichols, Quinn Tamm, Drayton, Foxworth, Holloman, and Glavin.

The Conference considered a suggestion submitted by Mr. William E. McCauley, Stenographer, of the New York Field Division, wherein he suggests that in view of the tremendous amount of work presently being handled in the field that forms be used in applicant interviews permitting the applicant to fill out the forms with the requisite information, and that space be left on the forms for the interviewing supervisor to write in his comments. This employee points out that there are many applicants who are not particularly qualified for a position in the Bureau and he believes that considerable time would be saved in this manner.

The Bureau has instructed the field that no form should be used in the interviewing of applicants whether they be clerical or Special Agent applicants; however, all Special Agents in Charge have been advised that when a person is basically not qualified for appointment to a position in the Bureau no considerable time need be spent in interviewing that individual but that sufficient information should be secured so that the Bureau and the field office can have a record of the interview and the comments of the Special Agent in Charge. It is believed that if this policy is followed by the field there should be no greatly increased work in handling applicants who are to be recommended unfavorably.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/20/90 BY SP5C/LMS

66-2554-

66-2160-

August 16, 1941

CHG:LL

THE DIRECTOR

The attached proposed section for the new National Defense Manual, entitled "REGISTRATION ACT" (Classification 97), was considered by the Executive Conference, including Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Foxworth, Carson, and Drayton, and approved for inclusion in the manual.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 325,613
DATE 7/20/90 BY SP5C10M5

66-554

[Handwritten signature]

ORIGINAL FILED

August 16, 1941

CHC:LL

THE DIRECTOR

A

The attached proposed section for the new National Defense Manual, entitled "PLANT SURVEYS" (Classification 99), was considered by the Executive Conference, including Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Foxworth, Carson, and Drayton, and approved for inclusion in the manual.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-7554-
NOT RECORDED

9 DEC 29 1941

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/LMS

ORIGINAL FILED IN 66-17007-9

HHC:VCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Nichols, Quinn Tamm, Holloman, Ladd, Foxworth and Clegg being present, considered the assignment of Special Agents of the Washington Field Office for training purposes. It was recommended that the following maximum allowances of personnel be permitted:

- (1) 1 Counselor for each New Agents Class.
- (2) 1 Firearms instructor for the Bureau's Indoor Range.
- (3) A maximum of 8 firearms instructors unless special Bureau authority is obtained when larger groups demand an increased number. Of course, most of the time, a small number is used.
- (4) Whenever it becomes necessary to use a Counselor for the National Police Academy from the Washington Field Office staff, special Bureau authority is to be obtained, as in the case of Special Agent James C. Kennedy at the present time.

The Executive Conference considered the suggestion of Special Agent in Charge S. K. McKee that those Special Agents assigned to the Washington Field Office but working regularly in the Training Division should, on the days they work in the Training Division, not be required to submit daily reports to the Washington Field Office. This was considered a reasonable request. The instructors in Washington and the Counselors in the New Agents Classes and the firearms instructors are all working under personal supervision every hour of the day and, consequently, the necessity of their submitting daily reports does not appear to be serving any profitable purpose. Mr. McKee is being so advised, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,913
DATE 7/20/96 BY SP5C110MS

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Quinn Tamm _____
Harbo _____
Mohr _____
Tele. Rm. _____
Mr. Holloman _____
Miss Gandy _____

HHC:VCR

August 16, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Rosen, Quinn Tamm, Holloman, Ladd, Foxworth, Nichols and Clegg being present, recommended that the Bureau not arbitrarily accept certain Deputy United States Marshals for training as requested by Mr. T. D. Quinn of the Department, but that instead Mr. Quinn prepare a training program to train the Marshals and if he desires the assistance of one or two Bureau instructors in certain subjects he could make a specific request accordingly. A memorandum to Mr. Quinn is being prepared accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/26/90 BY SP5C1 loms

ORIGINAL FILED IN

CHQ:LL

August 16, 1941

THE DIRECTOR

The attached proposed section for the new National Defense Manual, entitled "CONFIDENTIAL INFORMANTS," was considered by the Executive Conference, including Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Foxworth, Carson, and Drayton, and approved for inclusion in the manual.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc-Mr. Glavin

66-2554-
NOT RECORDED

DEC 29 1941

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33413
DATE 7/20/90 BY SP5C/DMJ

ORIGINAL FILED IN 66-12445-4

Ret

CHC:LL

August 16, 1941

THE DIRECTOR

The attached proposed section for the new National Defense Manual, entitled "Alien Employment - Aircraft and Munitions Production" (Classification 96), was considered by the Executive Conference, including Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Foxworth, Carson, and Drayton, and approved for inclusion in the manual.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

NOT RECORDED

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

8 JAN 6 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,613
DATE 7/26/90 BY SP5C11DM5

INITIALS ON ORIGINAL

66-12007-13
ORIGINAL FILED IN

66-2554

Handwritten signature/initials

CHC:LL

August 16, 1941

THE DIRECTOR

The attached proposed section for the National Defense Manual, entitled "HATCH ACT (SUBVERSIVE)" (Classification 101), was considered by Executive Conference, including Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Glavin, Tracy, Foxworth, Carson, and Drayton, and approved for inclusion in the manual.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc-Mr. Glavin

NOT RECORDED

66-2554

ORIGINAL

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/96 BY SP5C110MS

DNL:GS

August 15, 1941

THE DIRECTOR

At a meeting of the Executive Conference on August 14, 1941, attended by Messrs. Clegg, Rosen, Foxworth, Quinn Tamm, Carson, Holloman and Ladd, Mr. Ladd pointed out to the Conference that the annual meeting of the Photographic Industry was being held in Chicago, Illinois from August 18th to August 22nd, 1941; that at this Convention the Eastman Kodak Company intended to introduce some of the latest improvements in color photography work, principally photographic paper for color work, and that several other companies were presenting the latest innovations in the photographic field; that a number of papers were being prepared on photographic subjects.

Mr. Ladd requested permission to send Mr. Dunlop, the Laboratory photographer, to this meeting for about one day in order that he might keep abreast of the latest developments in the photographic field.

The Executive Conference unanimously approved this suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C110MS

ORIGINAL FILED IN 82-11-424

August 15, 1941

PEF:NL

Suggestion #125

by Morton P. Chiles, Special Agent.

THE DIRECTOR

A Those present at the ⁰ Executive Conference were Messrs. Tamm, Glavin, Carson, Hince, Drayton, Holloman, Rosen, Nichols, Ladd, Tracy and Foxworth.

THE SUGGESTION: That the Bureau endeavor to have agents specialize in the various fields of investigative endeavor.

RECOMMENDATION: Unfavorable.

The conference pointed out that this suggestion has been made on numerous occasions and due to the very nature of the Bureau's work, it is not possible to have specialists in the various fields; further, so far as is possible, the Bureau has permitted and instructed each field office to assign one agent to handle those matters, such as Communists, in which background information is of value.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SPJc/vomj

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-2554-1755

August 14, 1941

PEF:ML

Suggestion #81

by J. S. Gilmore, Special Agent

THE DIRECTOR

mb
Those present at the Executive Conference were Messrs. Tamm, Glavin, Carson, Hince, Drayton, Holloman, Rosen, Nichols, Ladd, Tracy and Foxworth.

THE SUGGESTION: In setting out leads contained in previous reports, that further identifying data be included, showing the agent submitting the report and the date and place where made.

RECOMMENDATION: Unfavorable.

The conference pointed out that it was desirable for an agent covering a lead to have a complete knowledge of the facts concerning the investigation in most instances, and that to follow the suggestion made would tend for the agent to confine his investigation to the lead requested and not become thoroughly aware of all facts in order that he might more intelligently make the investigation.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson cc-Mr. Glavin

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

120
NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/26/90 BY SP5C11DM5

66-2554-15

SJT:MLG

August 13, 1941

MEMORANDUM FOR THE DIRECTOR

RE: Changes - Manual of
Rules and Regulations

A
A new draft of Sections 43 and 75 of the Manual of Rules and Regulations was presented to the Conference by Mr. Tracy. The Conference unanimously approved the draft as submitted. A copy is attached hereto.

The following members were in attendance at the conference: Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Ladd, Carson, Drayton, Glavin, Nichols, Rosen, Q. Tamm and Tracy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

Attachment

66-2554-
NOT RECORDED

CH-21
139

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/20/90 BY SP5CrlomS

ORIGINAL FILED IN
66-1934

August 13, 1941

PEF:AA

THE DIRECTOR

A

The Executive Conference composed of Messrs. Tamm, Glavin, Carson, Hince, Drayton, Holloman, Rosen, Nichols, Ladd, Tracy and Foxworth considered the attached section of the National Defense Manual pertaining to espionage investigations and were unanimous in their approval thereof.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554
NOT RECORDED

CH-23 25

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/20/90 BY SP5C110m5

ORIGINAL FILED IN 66-2554-11

August 13, 1941

LAH:BT

Suggestion #76
By Bernard Benedetto,
Special Agent.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Glavin, Carson, Foxworth,
Tracy, Rosen, Gurnea, Nichols, Holloman, Hince.

The Conference considered the suggestion of Special Agent Bernard Benedetto that the Bureau place in its new agents' training course a sixteen-hour Red Cross First Aid course.

RECOMMENDATION: The conference with the exception of Mr. Gurnea disapproved the suggestion on the ground that there is no time available in the New Agents' course for the addition of sixteen hours of training in first aid matters. Mr. Gurnea felt that the addition of this time would be desirable, that all Special Agents should have a basic knowledge of first aid as law enforcement officers.

A letter to Mr. Benedetto has been prepared for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

233
CH-25
cc Mr. Glavin
Attachment.

NOT RECORDED
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C.10ms

August 13, 1941

Suggestion No. 28
By: L. R. Weber
Special Agent

LBW:WGR

THE DIRECTOR

A The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Glavin, Holloman, Foxworth, Nichols, Carson, Drayton, Hince, Ladd, Gurnea, Tracy and Rosen, considered the suggestion of Special Agent L. R. Weber to the effect that the contents of Bureau Bulletin No. 82, Section G, dated December 1, 1937, be incorporated in the Manual as there have been a number of cases where prepared radio broadcasts and wanted notices have been issued in absence of Bureau approval.

The conference was unanimously in favor of this Suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Hand filed with A.C.

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Foxworth	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Carson	_____
Mr. Drayton	_____
Mr. Quinn Tamm	_____
Mr. Hendon	_____
Mr. Tracy	_____
Miss Gandy	_____

cc - Mr. Glavin

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/96 BY SP5C110MS

ORIGINAL FILED IN 66-1934-6065

August 13, 1941

LAH:BT

Suggestion #72

By Ruth M. Weeks, Chief Clerk,
Omaha, Nebraska.

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Glavin, Carson, Foxworth,
Tracy, Rosen, Gurnea, Nichols, Holloman, Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 373,03
DATE 7/20/90 BY SP5C/LMS

The Conference considered two suggestions submitted by
Miss Ruth M. Weeks of the Omaha Division.

Miss Weeks suggests that the violations listed numerically
in Section 101 of the Manual of Rules and Regulations be also listed
alphabetically.

RECOMMENDATION: The Conference could see no value in the
adoption of this suggestion inasmuch as there are only a little more than
one hundred violations listed and any one of them can be readily located
by glancing down the list. It was pointed out by the Conference that
any chief clerk should know them by heart in a few weeks in a chief clerk
position. The Conference accordingly disapproved.

It was suggested that the complete title of any case be furnished
with each Identification Order. Miss Weeks indicated that at times
separate files have been made up on two subjects of Identification Orders
when these subjects were in fact involved in the same investigation.

RECOMMENDATION: The Conference indicated that it was unnecessary
to place the complete title of the case on each Identification Order,
that inasmuch as when Identification Orders are received in field offices
which do not have pending leads, that the Identification Orders which are
placed in investigative file folders are placed in the closed files and
they are appropriately indexed, and that if an investigation is ever opened
in the field office the entire material is readily available and can be
reached through the regular field office index.

If approved, there is attached a letter to Miss Weeks.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

cc Mr. Glavin

Attachment.

August 13, 1941

LAH:BT

Suggestion #42

By SA L. E. Kingman

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Glavin, Carson, Foxworth,
Tracy, Rosen, Gurnea, Nichols, Holloman, Hince.

The Conference considered the suggestion of Special Agent L. E. Kingman that the newly appointed Special Agents arriving in the field be assigned to an older agent for the third and fourth or fourth and fifth weeks of their assignment to the field rather than following the present rule which requires that a newly appointed Special Agent be assigned to an older experienced agent for the first two weeks of his assignment to the field office.

The Conference, with the exception of Mr. Rosen, was in favor of retaining the present rule on the theory that the new agents need guidance most at the beginning. Mr. Rosen was of the opinion it would be beneficial to let the new agents obtain a first-hand view of investigative problems on their own for the first few weeks and then to give them the guidance of an older agent for two weeks.

Assuming that the majority opinion is approved, there is a letter attached addressed to Mr. Kingman.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/26/90 BY SP5C/LMS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

Attachment.

66-2554

[Handwritten signature]

August 13, 1941

LAH:BT

Suggestion #118
By Douglas O. Smith,
Special Agent

DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Glavin, Carson, Foxworth,
Tracy, Rosen, Gurnea, Nichols, Holloman, Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C110MS

The Conference considered the following suggestions of Special Agent D. O. Smith:

a. It was suggested that each field office submit to police officers attending the FBI Quarterly Police Conferences a brief mimeographed memorandum listing the various violations investigated by the Bureau with definitions.

RECOMMENDATION: The conference was of the opinion that this was unnecessary and undesirable inasmuch as the subject matter will be discussed at the conferences and the police chiefs can refer to their notes which would be coordinated with other comments made by the SACs. These notes can be amended from time to time at subsequent conferences, whereas a printed form which was distributed would not be susceptible to recall whenever necessary changes occur.

b. Agent Smith also suggested that when field offices send invitations to police officials to attend quarterly police conferences that a space be provided at the bottom of the invitation so that the police chiefs may insert any topics for discussion at the conference which they may have. It was indicated that this might stimulate enthusiasm. This suggestion has also been made orally by a number of SACs.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

RECOMMENDATION: The conference approved this suggestion with the understanding that it be made a permissible procedure but that the possibilities of using the procedure be called to the attention of all SACs for use where and when applicable. If approved, this will be included in a general letter concerning quarterly police conferences which is presently under preparation.

A letter to Mr. Smith is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin
Attachment.

ORIGINAL FILED IN

August 13, 1941

LAH:BT

Suggestion #89
By Peter G. Roth, Jr.,
Special Agent (A)

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Glavin, Carson, Foxworth,
Tracy, Rosen, Gurnea, Nichols, Holloman, Hince.

The Conference considered the suggestion of Special Agent (A) Peter G. Roth, Jr. that the Bureau confine the issuance of instructions to Bureau employees generally in the field to the issuance of instructions by bulletin. Mr. Roth pointed out the fact that instructions are issued by letter which requires duplicate typing of memoranda and that it would be preferable to have a uniform system.

It was pointed out to the conference that the suggestion of Mr. Roth conforms to the present regulations, as it is now required that communications intended to be distributed to all employees should be furnished in bulletin form.

Mr. Roth is being so advised.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____ CC Mr. Glavin
Mr. Nichols _____ Attachment
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/26/90 BY SP2:10MS

HHC:VCR

August 13, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Glavin, Ladd, Nichols, Q. Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, considered the inquiry of Mayor Kline of Minneapolis as to whether the Bureau would conduct a survey of the Minneapolis police situation with the thought of providing a police training school for the Minneapolis Police Department. The Conference unanimously recommended unfavorably because of the shortage of manpower and because it has been necessary to decline other similar requests. Further, it was believed that the Bureau should not involve itself particularly at this time in the various political disputes now raging about the Minneapolis Police Department.

The Mayor also inquired concerning the possibility of one of the men of the Minneapolis Department attending the next session of the FBI NPA. The Conference recommended favorably that an application form be furnished and that the application be considered favorably if a qualified representative were selected for the next session of the Academy. If this is approved, there is attached hereto a communication addressed to Mayor Kline accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/20/90 BY SP5/vlm/s

ORIGINAL FILED IN 62-44087-1508

August 13, 1941

IBN:WGE

THE DIRECTOR

7
PBJ
The Executive Conference consisting of Messrs. Tolson, Ladd, Clegg, Drayton, Rosen, E. A. Tamm, Tracy, Q. Tamm, Gurnea and Nichols, considered the oral suggestion by Mr. Nichols that hereafter the Communications Section keep a record only of signed mail forwarded by Special Messenger to the White House, Navy, War, State, and other Governmental departments.

It has been the practice heretofore to keep a record of all reports which are sent by Special Messenger and the Conference did not feel that this was necessary when it was pointed out that it took a Clerk six hours a day to record this. The Conference was informed that yellow copies of signed mail and Bureau copies of reports bear notations of the fact that copies have been sent to other Governmental departments.

If approved, a memo is attached.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-21

NOT RECORDED

66-2554-

CC - Mr. Glavin

120

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/26/90 BY SP5C110m5

ORIGINAL FILED IN 66-3045-722

DWL:GS

August 12, 1941

THE DIRECTOR

At a meeting of the Executive Conference on August 9, 1941, attended by Messrs. E. A. Tamm, Foxworth, Glavin, Nichols, Quinn Tamm, Holloman, Carson, Drayton, Hince, Rosen, Tracy, Gurnea and Ladd, the suggestion of the Laboratory that a location free from electrical disturbances near Washington be secured for the purpose of setting up large scale radio monitoring was considered.

It was pointed out to the Conference that a search had been conducted in the area of Washington, that the only suitable place as far as size, location, availability and freedom from electrical disturbances had been located on a farm six miles south of Fredericksburg, Virginia, a distance of 58 miles from Washington, D. C. This property, which is available for renting, consists of a brick house and 29 acres of land. It was pointed out that this much land was needed in building the large Rhombic type antennas necessary for thorough and careful monitoring. It was further pointed out that a monthly rental of \$175 is being requested for this property and that the only anticipated expense would be the installation of a group of telegraph poles from which to erect suitable antennas.

The Conference unanimously recommended that the Laboratory enter into negotiations for the purpose of renting this property, if available, in order that monitoring activities of the laboratory could be enlarged and carried on.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin
FEDERAL BUREAU OF INVESTIGATION
SEP 3 1941
U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/26/90 BY SP5CJL/DMJ

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ORIGINAL FILED IN 80-116-

FTM:HD

August 12,

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Tamm, Foxworth, Q. Tamm, Rosen, Drayton and Clegg, reviewed and approved the attached proposed letter to all Special Agents in Charge supplementing letter to the field dated May 10, 1941, and incorporating instructions, observations and suggestions which have been submitted with respect to future Quarterly Police Conferences.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

CH-20

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C/LMS

NOT RECORDED
66-2554-

ORIGINAL FILED IN 66-2554-13

August 12, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, Gurnea, Carson, Foxworth,
Drayton, Holloman, Rosen, Nichols, Glavin, and Hince.

RE: QUANTICO ADDITION.

The Conference considered the attached revision of the plans for the addition to the Bureau's building at Quantico and approved the same. The revision calls for having the addition built to the north of the existing building which would mean that the addition would be on the righthand side as one enters the present building. The addition would be an extension of the main wing of the existing building. The previous plans, you will recall, provided for having the extension to the left of the entrance and adjacent to the existing dining room and kitchen. The architects in the Bureau of Yards and Docks have become convinced that it will be more economical and architecturally more satisfactory to have the addition on the north end of the building as a continuation of the existing main wing.

The new plans provide for the following facilities:

General

A two-story addition with basement, 73 feet long and 47 feet deep.

Basement

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Ladd _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

A full basement to provide space for transformers, air conditioning equipment, a photostat dark room, a room for four caretakers, and a single room, both with toilet facilities. There would also be space for storage. A stairway to the first floor would be provided at the north end of the basement.

RECORDED
65-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/26/90 BY SP5C/LP/MS

First Floor

The existing wall at the north end of the present building would be taken out and the main corridor would be extended the full length of the building to the end of the addition.

The existing recreation room would be enlarged by having the north wall removed, joining it with the west end of one of the present classrooms. (The extension of the corridor through the building and through the addition would necessarily cut in half one of the existing large classrooms. The west end of this existing classroom would be joined as indicated with the recreation room to make one large classroom).

The east end of the existing classroom which would be cut would be continued toward the north to make a large classroom.

An additional classroom would be built on the west end of the corridor, and adjacent thereto would be a large dormitory room capable of housing from nine to twelve men. On the opposite side of the corridor would be a large room capable of housing twelve to sixteen men and a toilet. A stairway on the north end of the first floor would go to the second floor.

The dining room would be extended to make a perfectly rectangular room and to increase the seating capacity by three-sevenths. The present maximum capacity is 77. The total capacity including the increase would be 110, using the present type of seats and tables. With the proposed new type of seats which we are trying to order, the present dining room will seat 103, and with the increased space using the new chairs it would seat at one time approximately 150.

The kitchen will be extended and the scullery will be relocated.

Second Floor

Six rooms almost identical to the rooms which we presently have will be placed on the second floor. They will each be able to hold eight men as our rooms presently do. There will also be a baggage room, toilet and shower facilities.

Capacity

Figuring that we will put men in the addition with the same amount of space that the men now have in the present building, we will be able to accommodate 48 men on the second floor and 28 men on the first floor—a total of 76 men. This would be the maximum crowded capacity. The addition would comfortably hold 57 men.

There will be 4 Class rooms; or by moving furniture, 5 Classrooms with 16 less beds.

Commander Lindeberg has advised that he will place a full staff on all the details of the work including the preparation of blue prints, the lighting, plumbing, and other construction details, and the preparation of specifications, as soon as he receives information from the Bureau that these plans are approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

Attachment.

Estimated Cost (By Comm. Lindeberg)

<i>Building Addition</i>	<i>\$84,000</i>
<i>Air Conditioning</i>	<i>\$10,000</i>
<i>Total</i>	<i>\$94,000</i>

8/3

SJT:MLG

August 12, 1941

Suggestion #84

By Walter F. Gray, Special Agent

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Hince, Rosen, Glavin, Nichols, Drayton, Carson, Gurnea, Q. Tamm and Tracy.

THE SUGGESTION: (1) That the work of the Files Section could be facilitated if the Files Section adopted the procedure of charging serials instead of charging an entire file on name searches. Agent Gray pointed out that by charging files, a supervisor will receive up to 100 serials of which several might be called for at the same time by other supervisors and they will have to wait their turn.

RECOMMENDATION: Unfavorable

The Conference was advised by Mr. Tracy that this suggestion had received careful study in the Files Section and while there were many desirable features, it was felt that the suggestion was impractical in that the maintenance of separate serials would cause endless confusion, the tearing and mutilating of individual serials, so many of which are thin white or yellow copies, that the destruction and wear in the constant handling of serials would not justify the adoption of the suggestion.

The Conference voted unanimously against the suggestion that separate serials be charged out of the Files Section.

THE SUGGESTION: (2) The creation of a research section as part of the Files Section for the preparation of memoranda.

RECOMMENDATION: Unfavorable at this time.

This suggestion has previously been considered and has been held pending final consideration until such time as there is sufficient space available to the Administrative Files Division.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303013
DATE 7/20/90 BY SP5C110mS

Clyde Tolson
Chairman

E. R. Glavin
Secretary

NOT RECORDED

66-2554

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

cc - Mr. Glavin

ORIGINAL FILED

DML:GS

August 12, 1941

Suggestion #125
Special Agent
Morton P. Chiles
Baltimore

THE DIRECTOR

At a meeting of the Executive Conference on August 9, 1941, attended by Messrs. E. A. Tamm, Foxworth, Glavin, Nichols, Quinn Tamm, Holloman, Carson, Drayton, Hince, Rosen, Tracy, Gurnea and Ladd, the suggestion letter of Special Agent Morton P. Chiles was considered.

The first suggestion which he made was for the purpose of calling to the Bureau's attention the fact that sealed envelopes can be opened by placing a damp towel in the photostat drier and then placing the envelope flap down on the canvass cover.

Special Agent Chiles is being thanked for calling this to the Bureau's attention and advised that the Laboratory is familiar with the possibilities of this process.

The second suggestion made by this Agent to the effect that the radio transmitting antenna on the two-way radios in the Bureau cars be installed on the cowl rather than at the rear of the car was considered.

Recommendation: Unfavorable.

It was pointed out to the Conference that experimentation has been conducted with reference to placing the antenna on the cowl, but to do so greatly decreases the efficiency by cutting down the transmitting range and, therefore, is not practicable as a permanent installation.

In the event you approve of the action of the Conference, a letter to Mr. Chiles is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

NOT RECORDED

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/2/90 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-25

66-2554-

ORIGINAL FILED IN 80-11,473

Q1234

August 12, 1941

THE DIRECTOR.

④
The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a memorandum submitted by the Identification Division in which it was pointed out that the Identification Division was presently submitting a semi-annual report reflecting statistics relative to inquiries unsupported by fingerprints which are received in the Bureau from foreign countries.

The Conference was advised by the Identification Division that the investigations arising from these inquiries are presently being made by the Investigative Unit. It was also advised that the statistics presently submitted are not used by the Chief Clerk's Office, consequently, it is recommended that this report be discontinued.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing it.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

CH-18
66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/20/90 BY SP5C10MS

ORIGINAL FILED IN 62-8423-1142

DML:CS

August 12, 1941

Suggestion #37
Special Agent
Robert A. Maheu
Seattle

THE DIRECTOR

2m
At a meeting of the Executive Conference on August 9, 1941, attended by Messrs. E. A. Tamm, Foxworth, Glavin, Nichols, Quinn Tamm, Holloman, Carson, Drayton, Hince, Rosen, Tracy, Gurnea and Ladd, the suggestion of Special Agent Robert A. Maheu to the effect that the Laboratory designate a technician to investigate all field offices and suggest adequate protection against burglars and prowlers in the Bureau's field offices during the hours from 12:00 midnight to 8:00 a.m., when only a Bureau clerk is on duty was considered.

Recommendation unfavorable.

It was pointed out that the safeguarding of the Bureau field offices is the primary responsibility of the Special Agents in Charge, who should study the conditions in their own offices and make appropriate suggestions and arrangements for the safeguarding of the files and other material in the offices.

In the event you approve of the action of the Conference, a letter to Mr. Maheu is attached hereto.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

106

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/26/90 BY SP5C/LMS

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-7225-19

[Handwritten signature]

#55

QT:mac
99-0-3076

August 11, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a letter received from SAC E. J. Wynn in which Mr. Wynn suggests that in connection with the fingerprinting of applicants for positions in National Defense Industries the fingerprint cards taken of these applicants be filed in the main files of the Identification Division so that in case a man is discharged from one factory and later applies for work at another factory it will be possible to advise the Field Division, ONI and G-2.

The Conference is unanimously against the adoption of this suggestion. It is noted that the fingerprint cards of National Defense applicants are searched in the Identification Division against the criminal file and then filed in the Personal Identification File. This is done so that the work of the Identification Division may be expedited. The suggestion would necessitate the filing of these fingerprint cards in the criminal files. It is not felt that this would serve any purpose.

If you approve, there is attached hereto a letter to Mr. Wynn so advising him.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ORIGINAL FILED IN 99-0-3076

August 11, 1941

LAH:PH
Suggestion #121
By William J. McCarthy, Jr.
Special Agent

THE DIRECTOR

2m
Those present at the Executive Conference were Messrs. E. A. Tamm, Quinn Tamm, Carson, Rosen, Ladd, Glavin, Nichols, Hince, Tracy, Drayton, Foxworth and Holloman.

The Executive Conference approved the suggestion of Special Agent W. J. McCarthy, Jr. that the class roll for National Police Academy classes be placed in the various school rooms so that Special Agents might be encouraged to observe the names of Police Academy members from their field divisions and to mix with the police officers.

If approved, a letter to Special Agent McCarthy is attached.

Respectfully
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303.013
DATE 7/20/96 BY SP5C/LPMS

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ORIGINAL FILED IN 1-4-214

QT:mac

August 11, 1941

THE DIRECTOR

24 The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a memorandum submitted by three employees of the Identification Division, namely S. F. Latona, R. J. Upton and L. D. Gasteiger, in which they suggest that the Bureau set up on an experimental basis a National Single Fingerprint File of Professional Check Flashers, this file to include the finger impressions, filed in the same manner as the Bureau's present Single Fingerprint File, of those individuals who are known to be professional check flashers or confidence men. This suggestion is submitted with the idea in mind that latent fingerprints, developed on checks, could be searched against the file of known confidence men and check passers with the hope that identifications would be effected.

The Conference is unanimously of the opinion that the suggestion should be tried on an experimental basis of possibly five hundred to one thousand names of known check artists. It is noted that the names of these individuals are known to the Identification Division and the file can be set up without a great deal of additional work.

The three employees submitting the suggestion also suggested that, if the Single Fingerprint File is successful, the Bureau, in its lectures, speeches, training schools, Bulletins, et cetera, impress upon the business man, banker, employer and employee that individuals presenting checks for payment place an inked fingerprint on the check before the bank or person that cashes it.

The Conference does not feel that the Bureau could take an active part in a campaign of this type and recommends against the adoption of this portion of the suggestion at the present time.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

If you approve the Conference's recommendation that this Single Fingerprint File of Professional Check Flashers be set up, appropriate instructions will be issued to the Identification Division to start a sample file.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5CAL/DM5

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

66-2554

ORIGINAL FILED IN

DL:GB

August 11, 1941

THE DIRECTOR

A
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Glavin, Nichols, Tracy, Carson, Drayton, Quinn Tamm and Ladd, considered the suggested changes of the Manual of Rules and Regulations dealing with the Laboratory functions.

The suggested changes are attached hereto and were unanimously approved by the Conference.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

1 Encl. List
with
H. O.
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,613
DATE 7/19/90 BY SP5C110MS

QTimeac
Suggestion #115
By Martin W. Clift

August 11, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnes, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a suggestion submitted by Martin W. Clift, Technical Section employee, in which Clift suggests that once a master fingerprint card has been "searched through" the Technical Section files and bears a "searched through" stamp, it need not be searched through again for two years.

The Conference was advised that the Identification Division presently has a rule which requires that if a master fingerprint card is identified with a current record and the card itself reflects that it has not been previously identified in the file for the past year, it is the responsibility of the fingerprint man making the search to search the master fingerprint card in all possible references. This enables the Identification Division to have some check on the accuracy of the files and to effect consolidations in cases in which misses have occurred. Clift's suggestion contemplates changing the rule so that the master fingerprint card would only have to be "searched through" every two years. The Conference believes that this will lower the efficiency of the Identification Division.

If you approve, there is attached hereto a letter to Clift so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/98 BY SP5C/11/03

Enclosure

NOT RECORDED

66-2554-

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August 11, 1941

THE DIRECTOR

(S)

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered two form letters submitted by the Identification Division to be used in returning to contributors fingerprint cards and disposition sheets that do not contain adequate information.

The Conference unanimously recommends their adoption.

Respectfully,
For the Conference

Clyde Tolson, Chairman

Enclosure

E. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22
162

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/DM5

ORIGINAL FILED IN 66-1631-7314

AB:AT

August 11, 1941

THE DIRECTOR

Q
any
The Executive Conference considered the attached proposed Bulletin setting forth the investigation of violations involving Federal Emergency Relief Acts or Agencies now conducted by the Bureau, and it is recommended that it be transmitted to the field.

Those in attendance were Messrs. E. A. Tamm, Tamm, Nichols, Foxworth, Ladd, Glavin, Tracy, Gurnea, Hince, Carson, Drayton, Holloman, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-13
60
NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP8:11 DMS

AR:AI

August 11, 1941

THE DIRECTOR

④
C
The Executive Conference considered the attached proposed Bulletin setting forth the provisions of the Soldiers and Sailors Civil Relief Act of 1940, and it is recommended that it be transmitted to the field.

Those in attendance were Messrs. E. A. Tamm, Nichols, Foxworth, Ladd, Glavin, Tracy, Gurnea, Hince, Carson, Drayton, Holloman, Q. Tamm, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

ADDENDUM:

A Bulletin has never been sent to the field with reference to this.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

160
CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5CIBMS

ORIGINAL FILED IN 62-11998-1

QT:mac

August 11, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a problem arising out of correspondence being handled by the Identification Division. It is noted that approximately seventy per cent of the routine correspondence handled by the Identification Division consists of replies to individuals who have a criminal record on file. These individuals, having been released from a factory engaged in National Defense work or desiring to take Civil Service examinations, write in and request the Bureau to furnish information concerning their criminal records.

Mr. Nichols feels that such correspondence, which constitutes the bulk of the Identification Division correspondence and which has been sent out for years, should be written over the signature of Mr. Tolson rather than the signature of the Director. Mr. Nichols feels that in certain cases a form letter could be used or the seriousness of the record would determine the signature appearing on the outgoing letter.

The rest of the Conference, namely, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm, feels that the present method of handling the correspondence in the Identification Division is satisfactory.

It is noted that the replies to these inquiries simply state that under Congressional limitation information in the Identification Division files can be furnished only to duly qualified law enforcement agencies and agencies of the Government; consequently, the request of the correspondent cannot be complied with. The Conference does not feel that this correspondence would cause any embarrassment to the Director or to the Bureau.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C11/DM5

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

NOT RECORDED

66-2554-

ORIGINAL FILED IN

66-2554-74

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Foxworth _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Drayton _____
- Mr. Quinn Tamm _____
- Mr. Hendon _____
- Mr. Tracy _____
- Mr. Gandy _____

156
23

Q:1220

August 11, 1941

99-3-3111

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Foxworth, Ladd, Rosen, Gurnea, Nichols, Holloman, Drayton, Carson, Hince, Tracy and Quinn Tamm being present, considered a letter received from Special Agent in Charge R. J. Abbaticchio in which Mr. Abbaticchio pointed out that the Field Divisions are presently receiving copies of the criminal records of applicants for positions with various industrial plants either on the survey priority lists or simply in the Field Division. Mr. Abbaticchio stated that the offices are receiving a large number of these criminal records which require indexing and a great volume of work in each office. He stated that he does not believe these records serve any purpose in the Field Offices and suggests that the Bureau discontinue sending them.

The Conference was advised by Mr. Ladd and Mr. Quinn Tamm that during the recent SAC Conference this problem arose in a number of instances during the discussion with the Special Agents in Charge and it was the general opinion that the records did not serve any purpose and require needless work in the Field Offices.

Messrs. Glavin, Foxworth, Ladd, Drayton, Carson, Hince, Tracy and Quinn Tamm recommend that the practice of sending copies of records of applicants for positions in factories to the Field Offices be discontinued, basing their opinion on the expressed opinion of the Special Agents in Charge that these records serve no purpose.

Messrs. Nichols, Gurnea, Rosen and Holloman recommend that the practice of the Identification Division of sending records be continued.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. K. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C-110MS

ADDENDUM:

I am of the opinion that we should continue to furnish the criminal records of applicants for positions in factories on the priority lists to the interested field offices. In

NOT RECORDED

66-2554-

ORIGINAL FILED IN

99-3-3111

the event of sabotage in a plant, the field office has then available a dossier of employees of the plant who have criminal records, which information may be very valuable in initiating and conducting an investigation of the act of sabotage.

E.A.T.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

LBN:WGR

August 10, 1941

24
Suggestion No. 112

By: William H. Klein
Files Section

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Glavin, Holloman, Foxworth, Nichols, Carson, Drayton, Hince, Ladd, Gurnea, Tracy and Rosen, considered the suggestion of Mr. William H. Klein, to the effect that the titles Miss or Mrs. should appear before the name of the individuals in the Bureau telephone directory. This suggestion was made on June 21, and a reply was made to Klein on July 2, at which time it was pointed out that the information desk had this information and that the Bureau was doing away with the necessity of periodically prepared telephone directories.

Mr. Nichols pointed out to the Conference that since the advent of the new dial telephone system, which will be in operation on September 6, the preparation of at least one more telephone directory will be necessary inasmuch as all branches will be changed under the new system.

Accordingly, Mr. Klein is being advised that his suggestion will be followed when the new telephone directory is prepared.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5/clm/s

NOT RECORDED

cc - Mr. Glavin 66-2554
132

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 62-27353-7914

LBN:WGR

August 10, 1941

Suggestion No. 119

By: J. J. Creeden, Jr.
Special Agent

THE DEFECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Glavin, Holloman, Foxworth, Nichols, Carson, Drayton, Hince, Ladd, Curnea, Tracy and Losen, considered the suggestion of Special Agent J. J. Creeden, Jr., that code words be adopted for various types of Bureau applicants.

At the present time abbreviations are being used and the Conference unanimously felt that the code words should be held to a minimum.

A letter to Special Agent Creeden is attached.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED IN

LBN:WGB

August 10, 1941

Suggestion No. 120
By: Elmer L. Jacobsen
Personnel Files.

THE DIRECTOR

dm
The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Glavin, Holloman, Foxworth, Nichols, Carson, Drayton, Hince, Ladd, Gurnea, Tracy and Rosen, considered the suggestion of Elmer L. Jacobsen, an employee assigned to Personnel Files, that transfers to the Personnel Files Section be considered in the nature of a promotion and assignments be made from employees in other sections.

The Conference, while recognizing merit in this suggestion, also recognized the practical impossibilities and recommends against the adoption of the suggestion as a matter of policy, it being pointed out that this is now being done wherever it is possible.

The letter is attached.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C10MS

ORIGINAL FILED IN 66-2554-11-278

CHC:LL

August 9, 1941

Suggestion #43

By L. E. Kingman, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Glavin, Tracy, Hince, Rosen, Drayton, Holloman, Quinn Tamm, and Carson.

THE SUGGESTION: Special Agent L. E. Kingman suggested that each field office be instructed by the Bureau to compile a complete directory by towns in the division of confidential informants and a similar directory of sources of information, these to be made in the form of a list and charged out and receipted for by each Special Agent, to be returned when and if the Special Agent is transferred to another field division; that the Special Agent should be instructed to keep these lists entirely confidential and have them for his own individual use when traveling throughout the division.

RECOMMENDATION: Unfavorable.

It was unanimously agreed that this suggestion should not be adopted for the following reasons:

Loss of a directory by a Special Agent would be disastrous to the Bureau, and should information get out in any way to the Bureau's informants or to others outside the Bureau that such a practice is being followed, this would result in loss of confidence in the Bureau with regard to its protecting its confidential informants, et cetera.

There would be a considerable administrative problem in keeping such directories up to date at all times.

Such directories are not needed, inasmuch as the Bureau has specifically instructed the field in the past to relax the rule concerning confidential informants in order that the names of these informants and contacts will be filed so that they are available to the Agents in the office having need for this information.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

Mr. Kingman is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5CJL/DMJ

ORIGINAL FILED IN 66-2542-7517

August 9, 1941

PEF:ML
Suggestion #69
by J. H. Roche, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That consideration be given to the obtaining of license numbers of employees' cars parked at plants, determining the owners and operators of such cars, checking on their positions from the personnel records, and making credit and criminal searches before the persons are contacted as possible informants.

RECOMMENDATION: Unfavorable.

The conference did not feel that the work which would be involved in obtaining the license numbers of employees' cars, determining the owners and operators and making personnel checks on such persons would justify the results to be obtained through their development as confidential informants. It is felt that there are better sources of information available as to prospective informants in plants.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/19/96 BY SP5C110MS

ORIGINAL FILED IN 66-2554-11

August 9, 1941

PEF:ML

Suggestion #69

by T. M. Mulherin, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That a card record be made of the likes, dislikes and problems of prospective informants, thereby possibly developing a more cooperative attitude on the part of these individuals by making conversation on a more informal basis.

RECOMMENDATION: Unfavorable.

The conference was of the opinion that the value derived from the maintenance of such a record would not justify the large amount of clerical and administrative work involved.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____ cc-Mr. Glavin
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED IN 66-2542-7495

ENL:CS

August 9, 1941

Suggestion #32

Special Agent R.C. Coulter
Phoenix

THE DIRECTOR

The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson and Ladd, considered the suggestion of Special Agent R. C. Coulter to the effect that a list of the correct designations and addresses of all penal institutions in the United States be obtained and furnished to each field office was considered.

Recommendation: Favorable.

The Conference suggested that Mr. Nichols make appropriate inquiry for the purpose of obtaining such a list from the Bureau of Prisons in order that this might be furnished to each field office.

The Conference also considered the suggestion of Mr. Coulter to the effect that a sound motion picture be prepared presenting each Bureau official who would explain the functions of his respective division.

Recommendation: Unfavorable.

The Conference was unanimously opposed to this recommendation.

The Conference also considered Coulter's suggestion to the effect that a catalogue be prepared listing all German aliens who registered under the Alien Registration Act, together with all descriptive data appearing on their fingerprint cards and that such a catalogue be prepared in a similar manner as the Law Enforcement Bulletin and furnished to each field division.

Recommendation: Unfavorable.

It was the unanimous recommendation of the Conference that this not be instituted in view of the small value it would serve and the tremendous volume of work it would entail.

In the event you approve of the action of the Conference, a letter to Mr. Coulter is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

NOT RECORDED

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP3C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

2 DEC 21 1941

66-2554-

ENL:GE

August 8, 1941

Suggestion #96
Special Agent
Benedict P. Cruise
Newark

THE DIRECTOR

A. ⁸
The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson and Ladd, considered the suggestion of Special Agent Benedict P. Cruise to the effect that all field offices be provided with motion picture cameras for use in surveillances.

It was pointed out to the Conference that there are presently on order a motion picture camera, projector and screen for each field office. Special Agent Cruise is being so advised.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C11DMS

ORIGINAL FILED IN 86-7-15-37

August 8, 1941

PEF:ML

Suggestion #116

by James L. Flood, Special Agent

THE DIRECTOR

A Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: In connection with the survey of industrial plants, it is suggested that adequate protection be provided to the paymaster during his trip to the bank and also when he is paying the employees and further, that the maintenance of first aid kits should be mentioned.

RECOMMENDATION: Unfavorable.

The conference pointed out that the primary objective of plant survey work is to insure that all possible precautions are taken by the plant in the prevention of the successful operation of espionage agents or saboteurs, and it is not felt that the Bureau should extend the surveys to cover such matters as the location of first aid kits or the safeguarding of the cash of the company.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJLMS

ORIGINAL FILED IN 99-0-3151X

August 8, 1941

PEF:ML

Suggestion #93

by William E. Miller, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That the Special Agent in Charge of a field office be authorized to communicate directly with any individual in another district from whom information is to be obtained.

RECOMMENDATION: Unfavorable.

The conference pointed out that it is believed advisable for each field office to confine its communications to the people in its own district and that it would ultimately lead to considerable confusion if each SAC were given authority to communicate with any person throughout the United States.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Carson _____
Drayton _____
Quinn Tamm _____
Hendon _____
Tracy _____
Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C11DMS

ORIGINAL FILED IN 66-2277-68

DML:GS

August 8, 1941

Suggestion #103
John F. Aggeon
Technical Section

THE DIRECTOR

① 42
The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson and Ladd, considered the suggestion of John F. Aggeon to the effect that all of the employees in the Technical Section be furnished smocks to wear during working hours in order that they might present a more uniform appearance for tours.

The Conference was unanimously opposed to this suggestion due to the budget limitations placed on wearing apparel.

In the event you approve of the action of the Conference, a letter addressed to Mr. Aggeon is attached.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C110MS

ORIGINAL FILED IN 66-11831

CH-26

66-2554

JH

August 8, 1941

WEG:jh

Suggestion #45

J. R. Green - Special Agent
Chicago Office

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisted of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Carson, Drayton, Gurnea, Holloman, Tracy, and Glavin.

THE SUGGESTION: That the Bureau include in its teletypes of applicant investigations the present address and legal residence of applicant and, if possible, date and place of contact applicant had with informant. It appears that Mr. Green's suggestion has to do with the fact that the Chicago Office has requests coming in where the LaSalle Extension University, with over a million present and past students; the International Accountant Society, with thousands of names; and the American Bar Association, with several thousands of names, and others all of whom keep their indices of members by state.

RECOMMENDATION: Favorable.

The Conference is of the unanimous opinion that this information should be furnished whenever possible and there is appended hereto a memorandum to the Chief Clerk concerning this matter.

THE SUGGESTION: That where only one informant is to be contacted and the name of the person so contacted with all essential information is contained in the teletype, the customary report be eliminated.

RECOMMENDATION:

The Conference is of the opinion that the written report on such investigations should be forwarded even though the information had been requested by teletype and is included in the teletype report in detail.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/17/90 BY SP5C110MS

August 8, 1941

PRF:ML

Suggestion #83

by Paul E. Wenke, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That a time limit be placed on the period of time for which neighborhood investigations are required in connection with alien applicants in aircraft production and alien employees of bidders and contractors.

RECOMMENDATION: Unfavorable.

The conference pointed out that at the present time there is no specific time limit set for which the neighborhood investigations are required and this is left to the judgment of the investigating agent in each particular case. It is felt that it would not be desirable to have a specific time limit designated as to do so would, in certain instances, result in unnecessary investigation and in others might limit the investigation to such an extent that information of importance would not be developed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,03
DATE 7/19/90 BY SP5C10ms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

AR:AT

August 8, 1941

THE DIRECTOR

Suggestion #45
By J. R. Green, SA

Those present at the Executive Conference were Messrs. E. A. Tamm, Nichols, Clegg, Ladd, Glavin, Foxworth, Gurnea, Q. Tamm, Drayton, and Rosen.

#1. - THE SUGGESTION: Special Agent Green recommends that in conducting investigations of applicants relating to restoration of civil rights, the neighborhood investigation be limited to 5 years in the event there is no disclosure of a recent criminal record.

RECOMMENDATION: UNFAVORABLE

The Conference recommends that of course the extent of the investigation is dependent upon the circumstances in each case.

#2 - THE SUGGESTION: That in long reports the undeveloped leads should set forth the page upon which the information may be found rather than being required to read through an entire report to locate information concerning an undeveloped lead.

RECOMMENDATION: UNFAVORABLE

The Conference recommends that the Agents be required to state the undeveloped leads briefly; however they should not be relieved of the duty of reading the entire report.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

#4 - THE SUGGESTION: That in requesting an investigation to locate or interview a person in an office not having previous material concerning the desired inquiry, such information be made available to the field office which will conduct the investigation.

RECOMMENDATION: UNFAVORABLE

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5C11bms

ORIGINAL FILED IN 62-28185-291

CH-26

- 2 -

The Conference recommends unfavorable consideration of this suggestion in view of the fact that this procedure is already required.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ENCLOS

August 8, 1941

THE DIRECTOR

0
The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson, and Ladd, considered the suggestion which was made by Special Agent in Charge Harold Nathan of the San Diego Office during the SAC Conference to the effect that the color of the various Bureau cars assigned to the field divisions be varied in color rather than exclusively dark blue or black.

It was pointed out to the Conference that Mr. Nathan had indicated that Agents in his office had had difficulty with one surveillance in view of the fact that all Bureau cars were of the same distinctive shiny black or blue color.

The Conference was unanimously in favor of the Bureau's obtaining various colored cars for assignment to the Bureau offices; that the cars should be the standard colors of the company manufacturing machines, such as, tans, grays, blacks and blues and not the so-called two-toned color jobs.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110ms

ORIGINAL FILED IN 66-1987-9

August 8, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Carson, Drayton, Gurnea, Holloman, Tracy and Glavin considered a bulletin to the field concerning confidential disbursements. It was pointed out to the Conference that on a number of occasions now we are receiving blue slips in the Bureau supported by attendant receipts made out in fictitious names and it is necessary that an explanatory bulletin go forward to the field explaining the steps which must be taken by Special Agents in the field in reclaiming such expenses so that there will be no question as to the authenticity of such expenditures at some later date.

The Conference approved the submission of the attached bulletin to the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,003
DATE 7/19/96 BY SP5C110M3

ORIGINAL FILED IN 66-2554-2015-39

DML:GS

August 8, 1941

THE DIRECTOR

2m
The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson and Ladd, considered the request of the Technical Laboratory for the purchase of two Finch Facsimile Radio Printing Units at a cost of \$500 each.

It was pointed out to the Conference that radio station MAX in Germany and LIR in South America are planning on making use of this type of equipment in their broadcasts; that it will be impossible to receive these broadcasts without such receiving equipment; that considerable information of value in connection with espionage activities has been obtained by the monitoring of messages between these two stations; that unless this equipment is purchased, it will not be possible to continue this monitoring when these two stations start transmitting by means of this system.

It was also pointed out to the Conference that these receivers should be purchased as a confidential item in order that it will not be necessary to obtain bids by reason of the fact that if another make of printer be obtained, it would not be of value on this circuit.

The Executive Conference was unanimously in favor of purchasing this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/9/98 BY SP5C11DMS

ORIGINAL FILED IN 80-646-567

JOHN EDGAR HOOVER
DIRECTOR



HHC:VCR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 8, 1941

Mr. Tolson ☒
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Foxworth ☒
Mr. Glavin ☒
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Rosen ☒
Mr. Carson ☒
Mr. Drayton ☒
Mr. Quinn Tamm ☒
Mr. Hendon ☒
Mr. Coffey ☒
Mr. Harbo ☒
Tele. Room ☒
Tour Room ☒
Mr. Nease ☒
Mr. Tracy ☒
Miss Gandy ☒

MEMORANDUM FOR THE DIRECTOR

26 The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the suggestion that during the Director's absence from the city the regular reception for New Agents and In-Service students not be held. It was pointed out that the Chiefs of the various divisions and the Supervisors get to meet the Agents in these classes during panel forums and during various courses of instruction. The students primarily are interested in attending the reception so as to meet the Director personally and then to have an opportunity to chat with him at least for a short time. Without this opportunity experience has shown that the receptions fall flat.

Mr. Tolson, Mr. E. A. Tamm and Mr. Nichols recommended that the receptions be held; that it would give an opportunity for the students to chat informally with the various Division Chiefs and Bureau officials who were in the city. All other members of the Conference were opposed to holding these receptions in the Director's absence.

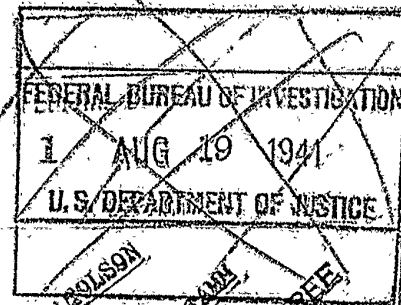
Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin
Secretary

cc Mr. Glavin

RECEIVED
AUG 12 1941



66-2554

FEDERAL BUREAU OF INVESTIGATION

Date _____ 1941

TO: _____ Director	_____ Mr. Barton
_____ Mr. Tolson	_____ Mr. Carey
_____ Mr. E. A. Tamm	_____ Mr. Donaldson
_____ Mr. Foxworth	_____ Mr. Espey
_____ Mr. Glavin	_____ Mr. Hince
_____ Mr. Ladd	_____ Mr. Hicks
_____ Mr. Nichols	_____ Mr. Lopez
_____ Mr. Rosen	_____ Mr. McCabe
_____ Mr. Egan	_____ Mr. F. T. McIntyre
_____ Mr. Drayton	_____ Mr. H. A. Meyers
_____ Mr. Quinn Tamm	_____ Mr. Morley
_____ Mr. Hendon	_____ Mr. Robey
_____ Mr. Tracy	_____ Mr. _____
_____ Mr. Harbo	
_____ Mr. R. H. Laughlin	_____ Miss Biles
_____ Mr. Pennington	_____ Mrs. Rice
_____ Mr. Renneberger	_____ Miss Hodges
	_____ Miss Heath
	_____ Mrs. Griggs
	_____ Miss Teller
	_____ Miss Turner
_____ Chief Clerk's Office	
_____ Files Section	
_____ Ident. Division	
_____ Mail Room	
_____ Mechanical Section	
_____ Personnel Files Section	_____ See me
_____ Supply Division	_____ Phone me
_____ Tour Room	_____ Send file -
_____ Washington Field	_____ up-to-date
	_____ Note and return
_____ Quantico	_____ Record and route
	_____ Please handle
	_____ Please forward

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED 323,013

DATE 7/19/90 BY SP5C111ms

H. H. Clegg - Rm. 5256
Telephone 39

WRG:ATH

August 8, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Carson, Drayton, Gurnea, Holloman, Tracy and Glavin considered the question of permitting per diem to Special Agents attending Retraining School if they reside with other Agents in Washington and defray half of the apartment expenses, or hotel expenses, during the period that they are attending Retraining School.

The Conference is of the unanimous opinion that when Agents attending Retraining School live with Agents assigned to Washington and pay for part of the rental of such quarters, they should be permitted to claim per diem charges.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110M3

NOT RECORDED

FEDERAL BUREAU OF INVESTIGATION
AUG 20 1941
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN

66-2009

66-2554

CH-2

TRAINING IN INTERNATIONAL MORSE CODE FOR RADIO OPERATION

The Bureau offers to its male clerical employees at the Seat of Government an opportunity to receive training in International Morse Code for use in radio operation. Ability in such code operation is a necessary qualification for the position of Radio Operator, CAF-5, starting salary \$2000 in the Bureau.

Training in International Morse Code will be offered daily to those who register for the course with their supervisors and receive Bureau approval for taking the course. Both day and evening schools will be conducted. Instruction will be divided into two courses. The preliminary course will be given for a short period of time and employees attending the same must do so on their own time. At the expiration of this preliminary course, those who have shown efficiency during the same will be offered an opportunity to continue in the extended course of instruction.

Inasmuch as the preliminary course will be started within the next several days it will be necessary to register at once with the chief of your division if you intend participating.

Depending upon the extent of the registration the day school will tentatively be held daily from 2 to 3 P. M. and the evening class will be held from 6 to 7 P. M.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/70 BY SP5C10mJ

HHC:VCR

August 7, 1941

THE DIRECTOR

2m
The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Dreyton, Gurnea and Clegg being present, considered the suggestion made by Chief of Police E. A. Garner of Sarasota, Florida, who is 55 years of age and who has had a representative graduate from the NPA, to the effect that a special school be held for a period of ten days or two weeks in Washington for those police officers who are over the age limit of 46 years.

The Conference recommended unanimously against this suggestion which was made orally to Special Agent F. T. McIntyre since there is not adequate space or time during the present emergency to give such a course of training.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary,

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Dreyton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-26
17

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5C110MS

ORIGINAL FILED IN 1-4-41-1483

HHC:VCR

August 7, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Garnea and Clegg being present, considered the status of James M. Stockton, a graduate of the FBI National Police Academy, formerly connected with the Jackson, Mississippi, Police Department. Stockton has now been appointed to the position of City Prosecuting Attorney in Jackson. He will retain his connection with the Jackson, Mississippi, Police Department as an instructor in the local police school. The question has arisen as to whether he is eligible for his name to appear in the NPA Directory and be invited to the NPA Retraining School. It was pointed out that an Assistant Attorney General of South Dakota was permitted to attend the NPA a few years ago. It was the unanimous opinion of the Conference that in view of the combined status as Prosecuting Attorney for the City and his instruction in local police schools that Mr. Stockton should be invited to attend the Police Academy Retraining School and that his name should appear in the Directory.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CWDMS

CH-22

66-2554-

[Handwritten signature]

DML:GS

August 7, 1941

THE DIRECTOR

At a meeting of the Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson and Ladd, the suggestion of the Laboratory to the effect that one or two training classes be started for the purpose of training Bureau male clerks in the operation of the International Morse Code was considered.

This suggestion was made in view of the extreme difficulty of obtaining radio operators in sufficient numbers to handle the monitoring work necessary. It was pointed out to the Conference that announcements have been run in radio amateur magazines indicating the need for radio operators without suitable response; that Special Agent in Charge Sackett had contacted Western Union, Postal Telegraph and RCA, all of New York, in an effort to obtain a list of radio operators and at each of these places was advised that they themselves were short of operators and unable to obtain suitable material for their own work. Further, the attention of the Conference was directed to a circular from the FCC advising of an extreme shortage of radio operators.

It was suggested to the Conference that a circular be prepared advising male clerical employees that such classes would be held, one such class for Day Force employees, another such class for Night Force employees; that the classes would be held on the employee's own time; that the best 25 or 30 out of the voluntary classes would be picked for further training, which would be given to them one-half hour on Bureau time and one-half hour on their own time, the purpose being to train a reserve of radio telegraph operators for use in the Bureau service. A suggested circular for distribution to the male clerical employees of the Bureau is attached hereto.

The Executive Conference was unanimously in favor of this suggestion. In the event you approve of the action of the Conference, the attached circular will be distributed and arrangements will be made to institute the necessary training classes immediately.

Respectfully,
For the Conference

Elyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/DMJ

3080

TRAINING IN INTERNATIONAL MORSE CODE FOR RADIO OPERATION

The Bureau offers to its male clerical employees at the Seat of Government an opportunity to receive training in International Morse Code for use in radio operation. Ability in such code operation is a necessary qualification for the position of Radio Operator, CAF-5, starting salary \$2000 in the Bureau.

Training in International Morse Code will be offered daily to those who register for the course with their supervisors and receive Bureau approval for taking the course. Both day and evening schools will be conducted. Instruction will be divided into two courses. The preliminary course will be given for a short period of time and employees attending the same must do so on their own time. At the expiration of this preliminary course, those who have shown efficiency during the same will be offered an opportunity to continue in the extended course of instruction.

Inasmuch as the preliminary course will be started within the next several days it will be necessary to register at once with the chief of your division if you intend participating.

Depending upon the extent of the registration the day school will tentatively be held daily from 2 to 3 P. M. and the evening class will be held from 6 to 7 P. M.

300

APPLICATION FORM FOR INTERNATIONAL MORSE CODE TRAINING

Date _____, 19__

1. Name _____ 2. Age _____

3. Address _____

4. Grade _____ Present Assignment _____
(indicate day or night force)

5. Extent of high school and college education _____

6. Any technical training other than above? _____

7. Have you previously practiced Morse Code? _____. If so, indicate best speed
attained and estimate present speed _____

8. Have you any knowledge or experience with radio transmitters? _____

9. Did you ever hold a radio operating license? _____

10. Can operate typewriter at _____ w. p. m.

11. Can you operate teletypewriter? _____

12. Would you prefer to attend (day school, from 2 to 3 P. M. _____
(evening school, from 6 to 7 P. M. _____)

HHC:VCR

August 7, 1941

THE DIRECTOR

(D)
The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, G. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the suggestion of SAC D. L. McCormack relative to holding Quarterly Conferences of Police in Puerto Rico. Mr. McCormack pointed out that Colonel Orbeta is the Chief of Insular Police in Puerto Rico and Orbeta wanted all official dealings with the police to come through him as the head of the force, as the Latin frame of mind would not permit discipline to be maintained unless this type of procedure was followed and Colonel Orbeta could not meet with the subordinate district officers and maintain discipline. Colonel Orbeta would not be in position to pay the expenses of the travel and per diem of those who attended the Conference. Instructions would have to be translated into Spanish. Orbeta also frankly stated that the only reason the Insular Police perform work for the Bureau is because he instructs them to, as there is not the cooperative spirit among the native police that is found among the policemen in the Continental United States and their loyalty to the United States is not of the same degree.

The Conference considered these suggestions and Mr. Gurnea recommended that the contacts be made with the divisional leaders in charge of the various sub-stations in Puerto Rico and that at an appropriate time SAC Gleason should again approach Orbeta with the view to holding these conferences.

Mr. E. A. Tamm felt that SAC Gleason's views should be obtained after he has been in Puerto Rico for an extended period and the remaining members of the Conference agreed with Mr. Tamm's suggestion. If this is approved, there is attached hereto a letter to SAC Gleason instructing him accordingly.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,613
DATE 7/19/90 BY SP5C110MS

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

CH 26
137

66-2554

ORIGINAL FILED IN 66-2554-48

NHC:MS

August 7, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Gurnea, Glavin, Carson, Drayton, Holloman, Ladd, Nichols, Rosen, Tracy, and Clegg being present, considered the proposed Bureau Bulletin relative to the handling of cases for deferred investigation together with the proposed memorandum for Seat of Government employees relative to the same subject matter.

The proposed bulletin will most specifically authorize Special Agents in Charge to place certain cases in a deferred category because of a shortage of personnel. It requires the marking of the assignment card with a "D" to denote the deferred category. In Special Agents' cases, that is, cases to be assigned to Special Agents, the files will be reviewed and when the case is in a deferred category the Bureau will be advised by a simple form letter requiring no abstract slips so that the supervisory staff in Washington can review the file in order to make certain that the case properly is deferred. If a previous complaint in the case does not appear in the Bureau's files, a summary of the complaint, as well as the name and address of the complainant and the date of the complaint, will be required. If the Supervisor disagrees with the Agent in Charge, specific reasons for the disagreement will be set forth in a Bureau letter to the field office.

Since Mr. Connelley pointed out to the subcommittee, consisting of Mr. Foxworth, Mr. Rosen, and Mr. Clegg, that numerous unnecessary Bureau follow-up letters and teletypes were being received by field offices about cases which should be in a deferred status, one purpose of the form letter would be to avoid the necessity of the Bureau following up the deferred cases until adequate personnel is available or the current work is reduced. A second reason for the form letter is to obtain supervision of the Special Agent in Charge's judgment as to the propriety of deferring the case. Mr. Connelley further pointed out that many Agents in Charge were not aware until recent Special Agent in Charge Conferences of the possibility of deferring certain cases without reviewing the ticklers on them at regular intervals, thus burdening the field office with voluminous administrative detail which is unnecessary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED
66-2554-

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5C/10m5

1X155-100-551X1
ORIGINAL FILED IN 66-2554-

Memo for the Director
August 7, 1941

Page 2

The purposes of the proposed system, which was recommended unanimously by Assistant Directors Connelley, Foxworth, Rosen, and Clegg, are to require selectivity in the assignment of cases; require an examination of the complaint which would determine whether it is deferred or not or whether it is necessary in fact to open the case; eliminate the useless follow-ups in cases definitely in a deferred category from the Bureau as a routine procedure; reduce the amount of stenographic work in field offices and at the Bureau in preparing and replying to follow-up letters and likewise to reduce the unnecessary filing incident thereto; require a review of all cases of a type which is assigned or should be assigned to Special Agents for the purpose of having an evaluation made concerning them between now and September 15, 1941; provide a figure which could be used administratively by the Bureau as to the total number of cases in a deferred category, which will serve as a guide in the assignment of personnel to field offices and as a basis for requesting appropriations because of the necessity of deferring the cases, and further establishing a requirement for selectivity in opening and assigning cases for investigation.

None of the administrative systems of the Bureau are being changed by this requirement. It should be specifically pointed out that there is the vast quantity of police types of cases and nonspecific complaints which will be assigned or are assigned to police, about which the Bureau has no information in its files and concerning which the Bureau at Washington may never have any information in its files when the police investigation is not productive of specific information of value, and in these cases the review of the file and the preparation of the form letter is not required in any manner, thus avoiding the necessity of opening many files in the Bureau at Washington in cases assigned to the police. Police cases by their very nature are practically always in a deferred category. The Bureau would not in many instances have any previous file on this type of case.

In the discussion of this project at the Executive Conference those who favored the proposal were Messrs. Rosen, Tracy, Nichols, and Clegg. Mr. Nichols did believe that abstract slips would be desirable and felt that eventually a standard would be established for determining what is a deferred case and what is a current case.

Memo for the Director
August 7, 1941

Page 3

Messrs. E. A. Tamm, Curnea, Glavin, Carson, Drayton, Holloman, and Ladd were opposed to the suggestion for the reasons that the proposal merely confirms what the Special Agent in Charge already knows; namely, that he should evaluate and be selective in the opening and assigning of cases; that the time spent in reviewing the files on Agents' cases between now and September 15th could more profitably be spent on investigations; that the Bureau's policy of following up complaints made to the Bureau and then referred to the field was necessary in order to keep proper pressure on the field in cases about which the Bureau has knowledge; that unless the follow-ups were made, the supervisors would be unable to answer the Director's inquiry as to why the case was not properly handled; that there would be a volume of these form letters to be placed in the files which would add to the file section burdens, and that the plan contributed nothing new beyond procedures already established, and it was therefore unnecessary to cause the Bureau to ^{assume} the responsibility of the Special Agent in Charge as to the desirability of deferring cases.

Respectfully,
For the Conference

Glyde M. Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

HHC:VCR

August 7, 1941

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the suggestion of SAC Moss that additional conferences of Special Agents in Charge be held throughout the Field from time to time, particularly on National Defense matters, as he found the Conference which he attended at Chicago to be most helpful and beneficial.

Mr. Foxworth thought this was a good idea and the remaining members of the Conference desired to point out that since the Conference to which Mr. Moss referred there have been an additional series of Special Agents in Charge Conferences which, of course, can be held if and when the facts justify and upon instructions of the Director.

If this is approved Mr. Moss is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

E. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____ cc Mr. Glavin
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-#1205

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C11DMJ

ORIGINAL FILED IN 100-20-17

HHC:VCR

August 7, 1941

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5CJL/oms

The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered an inquiry made by SAC Madigan, formerly of the Buffalo Office, as to the disposition to be made of duplicate assignment cards on those cases which were assigned to the police.

The present practice in handling the Special Agents' cases is to place the original assignment card behind the Agent's name handling the case. The duplicate assignment card is given to the Agent for his records. In cases assigned to police, however, the original assignment card is placed behind a card on which appears the name of the police department to which the case is assigned. Naturally, there would be no point in giving or mailing a duplicate assignment card to a police department. Some SAC's have been destroying the duplicate assignment cards in police cases when the case is assigned to the police. Others have been keeping them in a separate compartment of the assignment card box.

Estimates of from 5% to 30% were made as to the total number of cases assigned to police which might at some later date have to be reassigned to a Special Agent. It was pointed out that when the case was reassigned to a Special Agent, if the duplicate were available the Agent would be furnished it.

Messrs. Rosen, Carson, Drayton, Foxworth and Gurnea were of the opinion that the question as to whether the duplicate should be retained or destroyed should be left with the SAC to exercise his own discretion and to follow his own inclinations.

Messrs. Ladd, Tolson, Tracy, Q. Tamm, Nichols and Clegg felt that there should be a uniform policy in all field offices and that these duplicate cards should be destroyed. If, subsequently, some few of these police cases had to be reassigned to a Special Agent, it would be quite a simple thing to prepare a carbon copy of the assignment card to furnish the Special Agent at the time the case was assigned. In the event the majority opinion is approved there is attached hereto a proposed insert for the next Bureau Bulletin to put in practice uniformly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-2554-169

HHC:VCR

August 7, 1941

THE DIRECTOR

dm
The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the suggestion made by Agent R. H. Cunningham that in the In-Service Schools too much time is devoted to panel forums. It was the unanimous opinion of the Conference that the panel forum was one of the most important types of instruction for In-Service students, for in the panel forums there was an opportunity for the students to ask the questions which they needed to ask based upon their problems as found in the field on practical work. It would give them an opportunity to inquire as to Bureau policies whenever any question or problem entered their mind and it was felt that settling these questions of policy and procedure in the mind of the Special Agent with practical experience in the field was of vastly greater importance than strict lecture work being given by any one of the Supervisory staff appearing before the school.

Mr. Cunningham further suggested that no set hour be fixed for the termination of the training school in the evening. He felt that this psychologically was bad as it would tend to curb discussions toward the close of the business day when, in fact, they might be continued for an extended period of time. The Conference unanimously opposed this recommendation, feeling that the instructor who has the platform at the close of the day should see that his subject is properly handled but that an indeterminate hour would prohibit the Special Agents from making appointments, would lead to certain garrulous instructors perhaps keeping the students an unreasonable length of time unnecessarily and it was felt that the present arrangements of closing at 9:00 P. M. or shortly thereafter should be continued. There is attached hereto a letter to Special Agent Cunningham, if approved.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C1 DM/S

ORIGINAL FILED IN 1-19-507

HHC:VCR

August 7, 1941

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5/ldm/3

The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the recommendations made by Special Agent (A) E. C. Sauer covering his audit of the mess funds at the FBI Academy in Quantico:

1. Mr. Sauer prepared and recommended for use a table of values in which automatically is calculated the amount owed by a student for one or more meals. This calculating table is designed to obtain accuracy in calculating the indebtedness of each Agent.

2. There is now used at Quantico a mimeographed copy of a meal register form and whenever a class appears at Quantico for one day Mr. Sauer recommended a copy of this form be furnished to a designated Agent of the group of students and this Agent would make collections from those who utilized the dining room in the Barracks and the collections from the students would then be turned in to the office.

It was the unanimous recommendation of the Conference that the record of those taking meals and the collections therefor be under the immediate supervision of SAC Hicks, who may, of course, designate the clerk in his office to maintain the records and to make the collections as is being done at present.

3. The Hostess House Officer desires a prompt settlement at the close of each month as it is necessary for him to close the books promptly at the end of each month. In order to make certain that the statements and settlements are all completed promptly at the close of the month, it was recommended that those students who were at Quantico for a period which would extend beyond the close of the month be required to settle their bills two days in advance of the end of the month, which would enable the accounts to be closed and the payments to be made promptly on the concluding day of the month. This recommendation was unanimously approved.

4. Mr. Sauer recommended another audit at the end of the fiscal year and that thereafter the accounts at Quantico be audited each six months. The Conference unanimously recommended that these accounts be audited each six months and if approved this will be done.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman. NOT RECORDED

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554-50

66-2554

DML:GS

August 7, 1941

THE DIRECTOR

The Executive Conference on August 2, 1941, attended by Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Nichols, Tracy, Quinn Tamm, Rosen, Carson, and Ladd, considered the suggestion of the Laboratory to the effect that an additional sound school be held beginning August 25, 1941, for the purpose of training sound men for use in the field.

It was pointed out to the Conference that there are presently only 92 qualified sound men in the field; that there are 12 offices that have no sound man assigned at all and other offices with extensive sound work which are not supplied with sufficient sound men.

The Executive Conference was unanimously in favor of holding such a sound school for a period of two weeks with a maximum of 20 Agents in the class. It was suggested that arrangements be made to pick 20 such men who were due to attend retraining in Washington and thereafter hold them in Washington for a two weeks additional period of training in sound work.

In the event you approve of such a school, arrangements will be made with the Chief Clerk's Office and the Training Division to have such a group of men brought in to the next retraining session on August 25th, or the earliest date thereafter on which such a retraining session is held.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/19/90 BY SP5C/10MS

HHC:VCR

August 7, 1941

THE DIRECTOR

Suggestion No. 48
W. Lee Hancock, Special Agent

A
Executive Conference: Messrs. Tolson, Tamm, Ladd,
Tracy, Q. Tamm, Nichols, Rosen, Foxworth, Carson,
Drayton, Gurnea and Clegg present.

1. Employee suggests that the firing of the Thompson sub-machine gun be changed in order to require the shooting of 40 shots in 30 seconds instead of at present which requires 20 shots in 20 seconds. SAC Espey has discussed this suggestion with firearms instructors Sloan, Walsh, Burke, Wiltse and Webb and they all recommend unfavorably and they believe that the present course provides a greater degree of safety and also enables the Agents to ascertain where every shot hits the target and thus their accuracy can be improved. The Conference recommended unanimously against the suggestion and were in agreement with SAC Espey and the firearms instructors.
2. Employee suggested that during the In-Service School and in the New Agents' School one hour per day be devoted to gymnasium work. It should be pointed out that New Agents now take one hour gymnasium work per day at Quantico but, in order to avoid the necessity for In-Service Schools continuing for more than two weeks' time, it was found inadvisable to have gymnasium work during In-Service Schools. Also, gymnasium work for In-Service students would provide just enough exercise for them to get sore and important benefits could not be expected.

If approved, a letter to Agent Hancock is attached accordingly.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/19/90 BY SP5C110MS

W. R. Glavin,
Secretary.

1. Conf. with A. J. 8/1
CH-25
cc Mr. Glavin.

66-2554-
NOT RECORDED

Handwritten signature

ORIGINAL FILED IN 1-22-41

August 6, 1941

PEF:ML

Suggestion #64

by F. D. Flanagan, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That arrangements be made for each field division to immediately advise G-2 when a Communist Party member is inducted into military service and an effort made to determine to which army camp the Communist is assigned, and arrange to secure copies of his correspondence.

RECOMMENDATION: Unfavorable.

The conference pointed out that the Bureau, at the present time, is advising the military authorities of any instances known where a Communist Party member is inducted into military service and further, that MID, in those instances felt desirable, is giving appropriate attention to the mail of such selectees and in cases where we have requested it, they are cooperating by furnishing information to us.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110N15

ORIGINAL FILED IN 100-32120-1

August 6, 1941

PEF:ML

Suggestion #34

by L. W. Bryan, Special Agent

THE DIRECTOR

Those present at the Executive Conference were
Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen,
Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That arrangements be made whereby
the State Department and the Immigration and Naturalization
Service would submit the fingerprints of aliens to the Bureau's
Identification Division for checking prior to permitting these
aliens to be admitted to the United States for permanent
residence.

RECOMMENDATION: Unfavorable.

It was pointed out that all applicants for visas to enter
the United States are now being fingerprinted and these
fingerprints submitted to the Bureau. The conference did not
deem it advisable or desirable for the Bureau to make a recommenda-
tion to the State Department that all aliens be held at the port
of entry until such time as the Bureau had an opportunity to check
their fingerprints through our Identification Division files.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C11DMS

ORIGINAL FILED IN 66-2554-719

August 6, 1941

PKF:ML

Suggestion #40

by Edward L. Weaver, Messenger, Div. 5

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That the mail boxes be marked according to a color code, thus eliminating mistakes due to poor labeling.

RECOMMENDATION: Unfavorable.

The conference pointed out that at the present time the supervisors' boxes are labeled as to where the mail should go and that the labeling system is much easier to follow than the one of colored markers.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED IN 66-3665

August 6, 1941

PEF:ML

Suggestion #85

by John E. Howard, Special Agent

THE DIRECTOR

dm
Those present at the Executive Conference were
Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen,
Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That each field office submit to
every other field office a mimeographed list of the addresses
of the various Communist Party headquarters and similar organiza-
tions.

RECOMMENDATION: Unfavorable.

The Conference pointed out that the addresses of the
various Communist Party headquarters and similar organizations
are changing so frequently it would require a great amount of
work to keep all field offices currently informed of such
addresses.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C/10m/5

ORIGINAL FILED IN 66-2277-14

August 6, 1941

PEF:ML

Suggestion #41

by Edward L. Weaver, Messenger, Div. 5

THE DIRECTOR

2m
Those present at the Executive Conference were
Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen,
Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That abstracts be attached to a
card 6" x 6".

RECOMMENDATION: Unfavorable.

The conference did not feel that by attaching
abstracts to six by six cards any purpose would be served.
It is pointed out that the abstracts are presently attached
to the file cover itself or to a piece of cardboard approxi-
mately 8" x 10".

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-29

AR:AI

August 5, 1941

Suggestion #80
By F. X. Jahn, SA

THE DIRECTOR

A Those present at the Executive Conference were Messrs. E. A. Tamm, Nichols, Clegg, Ladd, Glavin, Foxworth, Gurnea, Q. Tamm, Drayton, and Rosen.

THE SUGGESTION: Special Agent Jahn recommends that bloodhounds may be used suitably and productively in Bureau investigations.

RECOMMENDATION: UNFAVORABLE

The Conference considered the above suggestion and recommended that no affirmative action be taken, inasmuch as this possibility is suggested during the course of lectures given before the training schools and the use of bloodhounds is one that has to be determined by the Special Agent in Charge.

Respectfully,
For the Conference.

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SP5C110M/S

ORIGINAL FILED IN

August 5, 1941

PEF:ML
Suggestion #39
by R. A. Alt, Special Agent

THE DIRECTOR

mk
Those present at the Executive Conference were
Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen,
Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That separate index card files be
maintained in each field office in connection with National
Defense matters.

RECOMMENDATION: Unfavorable.

The Conference felt it would be impractical to maintain
a separate index on National Defense investigations for the reason
that it would involve two separate indices in each field office,
and each name that came in would have to be searched against the
two indices which would result in a complete duplication of work.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

23
NOT RECORDED

66-2554-43
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

ORIGINAL FILED IN

August 5, 1941

PEF:ML
Suggestion #39
by R. A. Alt, Special Agent

THE DIRECTOR

Those present at the Executive Conference were
Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen,
Carson, Clegg, Ladd and Foxworth.

THE SUGGESTION: That the citizenship of all persons
being investigated in National Defense matters be determined
and reported.

RECOMMENDATION: Unfavorable.

It is pointed out that it is the policy of the Bureau
at the present time to determine the citizenship of all persons
involved in National Defense investigations when this is pertinent.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5/oms

66-2554

August 5, 1941

PEF:ML

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth, considered a suggestion by Mr. R. P. Kramer to the effect that form letters be utilized in acknowledging correspondence referred to the Bureau by the White House.

Those in attendance were of the opinion that form letters should not be used in acknowledging correspondence of this nature.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-21

RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10MS

ORIGINAL FILED IN 66-

AR:AI

August 5, 1941

Suggestion #29
By James T. O'Brien, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Nichols, Clegg, Ladd, Glavin, Foxworth, Gurnea, Q. Tamm, Drayton, and Rosen.

THE SUGGESTION: Special Agent O'Brien recommended that the system of having as many as 4 or 5 Agents appear at credit bureaus and identification divisions to check records of applicants and others in the city in which the field office is located during one day is a waste of time.

RECOMMENDATION: Favorable

The Conference agreed with the observations of Agent O'Brien who is at the Milwaukee Office. The condition should be remedied by the SAC, and 1 or 2 persons in larger offices should be designated to handle this type of work. It is believed that most of the field offices have arranged to designate one Agent to handle this type of inquiry.

A letter to Mr. O'Brien and one to the SAC at Milwaukee are attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LDM/S

QTimeac

August 5, 1941

THE DIRECTOR

74
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The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Foxworth, Nichols, Drayton, Carson, Rosen, Tracy and Quinn Tamm being present, considered a request received from Major J. E. Curry of the United States Marine Corps that the Bureau furnish information to the Marine Corps based upon fingerprint searches as to the possible location of Marine Corps reservists whom the Marine Corps cannot locate at the time they wish to call them to active duty. Major Curry pointed out that the Marine Corps will furnish to the Bureau the names, fingerprints and a statement for the period for which enlisted and the Bureau would be requested to transmit to the Marine Corps any information received concerning these individuals.

The Conference feels that if the Marine Corps is willing to place a wanted notice in the fingerprint files indicating that such an individual is actually wanted by the Marine Corps it will be purely routine for the Identification Division to advise the Marine Corps on the basis of a wanted notice. The Conference does not feel, however, that it would be possible to place in the files of the Identification Division cards with a time limitation. It will be necessary for the Marine Corps to definitely place a wanted notice and recall the wanted notice at the time of the period of enlistment.

If you approve, appropriate instructions will be issued to an official of the Identification Division to contact Major Curry, explain the Identification Division's method of functioning and suggest that wanted notices be placed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5/SCJ/MS

NOT RECORDED

66-2554-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 32-15420

Q:mac

August 5, 1941

THE DIRECTOR

①

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Foxworth, Nichols, Drayton, Carson, Rosen, Tracy and Quinn Tamm being present, considered a memorandum received from Mr. T. D. Quinn of the Department in which Mr. Quinn requested that the Bureau take the fingerprints of all persons in the Department both at the Seat of Government and in the Field in order that the Department might comply with the President's Executive Order No. 8781 requiring all executive employees to submit fingerprints.

The Conference does not feel that the Bureau should assume the responsibility of fingerprinting the Departmental employees. This can be accomplished, it is believed, by the use of the United States Marshals. The Bureau never has taken the fingerprints of any Governmental employees other than its own.

If you approve, there is attached hereto a memorandum to Mr. Quinn so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____ Enclosure

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

144

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C10MS

ORIGINAL FILED IN 101-18581-101

August 5, 1941

PEF:ML

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth, considered the attached bulletin to the field pertaining to conscientious objectors in Selective Service matters who are members of Jehovah's Witnesses.

Those in attendance were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment
cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/DMG

NOT RECORDED

66-2554

August 5, 1941

PEF:ML

THE DIRECTOR

①
C
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth, considered the attached bulletin to the field pertaining to the designation of sources of information, confidential informants and contacts in Bureau reports.

Those in attendance were unanimously in favor of its submission to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Attachment
cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.03
DATE 7/19/90 BY SP5C.10ms

NOT RECORDED

66-2554-

ORIGINAL FILED IN
66-2554-7

EAT:GEG

August 4, 1941

THE DIRECTOR

6
The Executive Conference, consisting of Messrs. Tolson, Carson, Foxworth, Glavin, Ladd, Clegg, Nichols, Quinn Tamm, Rosen, Tracy, Drayton and E. A. Tamm, considered the attached letter to all Special Agents in Charge concerning the necessity for devoting close attention to the correct titling of investigative reports.

The Conference unanimously favored submitting this letter to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

Attachment

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5C10MS

ORIGINAL FILED IN 66-2554

WRG:ATW

July 31, 1941

Suggestion #65

By E. Russell Davis, Special Agent

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea and Glavin.

THE SUGGESTION: Agent Davis suggests that one or more Special Agents having a knowledge of the German language be assigned to the Philadelphia Office. He points out that he believes this desirable due to the extremely heavy German population in that territory.

RECOMMENDATION - Unfavorable.

There are four Agents presently assigned to the Philadelphia Office having a knowledge of German and two with such knowledge who have been ordered in. It is believed that this very adequately covers the needs of the Philadelphia Office at the present time. A letter addressed to Agent Davis is attached.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

N. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,019
DATE 7/19/90 BY SP5C/LMS

66-2554

66-579-4707

RECEIVED

HHG:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, considered the recommendation of SAC Shivers that the Bureau participate in the program of training for a provisional police guard in Hawaii. On the Island of Kaula 2500 individuals will be commissioned as Deputy Sheriffs in the event of war and will be used to guard plantations, industries and utilities on that Island. The work ^{will be} under the provisional police coordinator, who is a brother of Sheriff William Rice whom Mr. Shivers and Mr. Gurnea both described as a politician. 500 men have been selected and are being trained on the Island of Oahu under Chief of Police Gabrielson of Honolulu. 200 on the Island of Maui and 500 on the Island of Hawaii likewise have been selected and are being trained. Mr. Shivers earnestly recommends that the Bureau send a qualified instructor to Hawaii to aid in instructing these provisional police. They will be given courses in firearms training. The Bureau's instructor would teach selected representatives of each of these groups so that they, in turn, could teach the rank and file of the groups as to the methods of using and shooting firearms. Discussions, also, on the Technique and Mechanics of Arrest, the necessity of reporting information to the FBI, the coordinating activities and the cooperative functions of the FBI would also be stressed.

It was the unanimous opinion of the Conference that due to the peculiar defense problem in Hawaii and due to Mr. Shivers' apparently excellent contacts in that Division, it would be desirable for someone from the Bureau, possibly Mr. Gurnea, to go to Hawaii for the purpose of assisting in this program of training, which, as Mr. Shivers pointed out, would continue to place the Bureau in a dominating position in police work in that Division. If this is approved, there is attached hereto a letter to Mr. Shivers accordingly, as well as instructions to Mr. Gurnea to undertake this assignment.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP5C/10MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-

HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Quinn Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the suggestion relative to instructing the former Counselors of the FBI National Police Academy to return to Washington for the Retraining School of the FBI NPA October 6 to 11, 1941, but that the Counselors should come to Washington on the Saturday before the class opens, Monday, or more specifically at 9:00 A. M., October 4, 1941. There are at present 26 former Counselors who are now active in the Bureau and it was decided to be advisable to select one Counselor from each of the sessions of the Academy to assist in this work, instead of having all of them come in. It was, therefore, recommended that the following Counselors be instructed to report to Washington as above indicated:

FIRST SESSION
SECOND SESSION
THIRD SESSION
FOURTH SESSION
FIFTH SESSION
SIXTH SESSION

SEVENTH SESSION
EIGHTH SESSION
NINTH SESSION
TENTH SESSION
ELEVENTH SESSION
TWELFTH SESSION
THIRTEENTH SESSION
FOURTEENTH SESSION

FIFTEENTH SESSION
SIXTEENTH SESSION
SEVENTEENTH SESSION

H. O. Scott
R. J. Untreiner
W. H. Osborne
C. F. Lanman
W. M. Sirene
A. C. Rutsen or no one
or H. O. Scott again
W. H. McCabe
G. H. Franklin
M. J. Cassidy
K. D. Deaderick
Kenneth Logan
A. A. Muzzey
N. O. Scott (
F. R. Hamack, if available;
if not, F. G. Tillman
E. C. Wenig
W. A. Collier
J. C. Kennedy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5C11DMS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

It was further unanimously recommended that Special Agents in Charge Conroy, Scheidt, Bugas, Danner and Brantley be instructed to report at the time above indicated to assist in this project.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,
NOT RECORDED

W. R. Glavin,
Secretary.

ORIGINAL FILED IN

66-2554

HHC:VCR

July 31, 1941

THE DIRECTOR

(b) The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, considered the suggestion made orally by Special Agent Ralph W. Bachman that spouting should be placed on the roof of the firing shed and on the top of the butts on the firearms ranges at Quantico, as this spouting would serve as rain gutters and cause the rain which falls on the shed to be conducted away from the eaves of the roof.

SAC Espey at Quantico recommended unfavorably because these tin or metal gutters and spoutings on the roofs and butts will be unsafe due to possibilities of ricocheting bullets which would naturally strike the metal drains from time to time during the course of firing. Therefore, the recommendation is unfavorable and the Agent is being advised.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

66-2554

66-2554-50

HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, unanimously recommended unfavorably as to the suggestion of Special Agent Charters that the firearms training at Quantico be reduced from four days to two days during retraining schools. It was believed that the present amount of training was desirable and necessary.

Mr. Charters also suggested that in connection with panel forum discussions in retraining schools it would be well if the Supervisors encouraged the retrainees to answer each other's questions. In this connection, Mr. Clegg personally points out to each retraining school on the opening day that they are to feel free to participate in discussions, to cite experiences, to ask questions and to make any pertinent valuable comments during the course of the retraining school which would contribute to the subject matter under discussion. Frequently, it is felt that when a question is asked about Bureau policy it is more desirable for a Supervisor acquainted with this policy to answer the question than it would be to solicit an answer from a member of the class, as this would unnecessarily lengthen the various forum discussions.

If this is approved, Mr. Charters is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-3760-56-1031

HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, considered the attached communication addressed to Mr. Clegg by D. G. Monroe, of the Northwestern University Traffic Institute, Chairman of the Advisory Committee on Police Training and Merit Systems of the American Bar Association. Professor James J. Robinson of the University of Indiana and a friend of the Bureau, is Chairman of the Section on Criminal Law and designated Mr. Clegg as a member of the Committee.

Attached to Chairman Monroe's communication is a tentative report to be made by the Committee and the report will call for an analysis of the state police problem at the Annual Meeting of the American Bar Association. This analysis will consist of the following program:

1. A talk on the subject "The State Police and National Defense" for fifteen minutes.
2. Discussion of the report of the Committee on Police Training and Merit Systems, including the formulation of a model State Police Act, which should be theoretically sound and of practical use; and the Committee would also recommend the desirability of coordinating its program with a Committee of the IACP, to thoroughly analyze existing state acts setting up state police forces in the United States.
3. A fifteen minute discussion of the subject "Principal Legislative Needs of the State Police".
4. A panel discussion of the basic policies to be followed in preparing a model State Police Act.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Mr. John R. Snively of Rockford, Illinois, Chairman of the Committee on Police Training and Merit, will be recommended to make the report of the Committee. Dr. David G. Monroe will discuss the subject "Principal Legislative Needs of the State Police" and the panel

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Exec. Conf. Memo

2.

discussion on the subject "Preparation of a Model State Police Act" will be participated in by Newman F. Baker of Northwestern University, Franklin M. Kreaml, Northwestern University and IACP Safety Division, Captain Donald S. Leonard, Michigan State Police, Mr. Bruce Smith, Institute of Public Administration, and Professor O. W. Wilson.

Mr. Clegg pointed out the undesirable status of the majority of the members listed for the panel discussion. It was the unanimous decision of the Conference that a letter should be addressed to Chairman James J. Robinson, asking him to call on Mr. Clegg if he is to be in the East at any early date and if he is not to be in the East that Mr. Clegg should call on Professor Robinson and let him know exactly the status of the suggested membership of the panel discussion and their theoretical and impractical background. It was further believed that Mr. Clegg should personally be present at the meeting of the American Bar Association at Indianapolis, Indiana, when this report and discussion is to occur in order to endeavor to avoid any steps being taken which will interfere with the Bureau's leadership in the field of police work.

If this is approved, there is attached hereto a rather formal acknowledgement from Mr. Clegg to Mr. Monroe with reference to the proposal and also, a letter from Mr. Clegg to Professor Robinson, in keeping with the recommendation of the Executive Conference.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

July 31, 1941

DIRECTOR

Suggestion No. 13

F. M. Fudali, Special Agent

Executive Conference, Messrs. Tolson, Glavin,
Tracy, Tamm, Hince, Drayton, Rosen, Nichols,
Foxworth, Ladd, Gurnea and Clegg present.

1. Considered Employee Fudali's suggestion that the Bureau designate one or more Agents in each field office to act as "drummers" to call on law enforcement agencies, keep their interest alive, to cause investigations to be expedited, to develop better cooperation and to pick up additional investigative cases. The Conference felt that this was inadvisable as the work of this type should be done by all Special Agents as they, when about their work can find occasion to call upon police departments. It was felt that it would not be desirable to have Agents designated to do no investigative work, but to engage in such contact work as the type described.
2. Employee Fudali suggests that July and September firearms training be eliminated and there be substituted a requirement for 150 rounds of revolver practice. His principal reason for this suggestion is to save time in firearms training. The Conference unanimously recommended unfavorably as it was felt it would be dangerous and undesirable to reduce the amount of firearms training presently being given. The employee is being advised accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Ladd _____

Mr. Glavin _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/14/70 BY SP5C11DMS

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HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, considered the question of makeup periods in firearms training courses.

At present, each Special Agent is required to qualify 4 times per year over the Practical Pistol Course. Actual practice is provided 7 times per year.

Practice with each of the other guns, including rifles, machine guns, shotguns, is provided 3 times per year and it is required that each Special Agent qualify 2 times per year.

It was intended and expected that due to illness, annual leave, answering subpoenas and other necessary personal and official reasons, it would not be possible for each Agent to attend each session of firearms training. Therefore, there were more training periods provided with each of the weapons than the number of required times for qualification. It has been the practice in the past to permit an Agent to qualify not more than one time for each day's training with any one weapon. The purpose of this requirement is to make certain that no one would be permitted to shoot all day long on one day per year and meet all the Bureau's qualifications for firearms. The necessity for more frequent practice with the weapon in order to become acquainted with its mechanism also was responsible for the Bureau's rule that an Agent could qualify but one time during a single day with any one weapon. Of course, if the Agent shot the machine gun 5 times and the 30.06 rifle 4 times and the shotgun 3 times in practice and for the record on any one day, if he made a qualifying score on the record shoot, even though he made a qualifying grade on each occasion he fired the weapon, he could be given credit for but one qualifying score which would be the average for the day. Of course, a qualifying score could be recorded for each of these weapons, but only one qualifying score for each weapon on any one single day.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

A number of Agents on specials, surveillances and plants have been unable to qualify the required number of times and, therefore, it was recommended to the Executive Conference that during makeup periods a Special Agent should be permitted to qualify with a weapon more than

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cc Mr. Glavin

HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Hince, Drayton, Rosen, Nichols, Foxworth, Ladd, Gurnea and Clegg being present, considered the material forwarded to the Bureau by SAC Pieper which consists of transcripts of Mr. Parson's lecture before various police and civilian defense schools in California. It is proposed by Attorney General Earl Warren that this material be examined and edited for transmittal to certain responsible men in the State of California.

The Bureau has consistently refrained from publishing and distributing material to sources outside the Bureau on the subject of "Sabotage Methods and Devices". This was the subject of Mr. Parsons' lecture and it is felt that it would be undesirable to authorize this material being printed and distributed by any other agency. The Bureau's course of instructions are for the purpose of instructing those who are going to be actively engaged in the work and it was not felt that this material should be reduced to writing and then distributed to sources not under control of the Bureau.

If this is approved, SAC Pieper is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

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DATE 7/19/90 BY SP5CJDms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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ORIGINAL FILED IN 66-2700-8-6

HHC:VCR

July 31, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Tamm, Ladd, Tracy, Quinn Tamm, Nichols, Rosen, Foxworth, Carson, Drayton, Gurnea and Clegg being present, considered the inquiry of SAC Hennrich of the Richmond Office as to whether it would be advisable to invite those graduates of the FBI NPA who reside in his territory and who are presently employed by ONI and MID to attend the regular firearms training periods. Hennrich pointed out that he is able to obtain considerable information from these men as to what is going on in the ONI and MID organizations and that these men are valuable contacts and appreciate and enjoy the opportunity of meeting with other NPA graduates and taking firearms training.

It was the unanimous opinion of the Conference consistent with existing rules that no one should be invited to take this firearms training except those who are presently actively engaged in law enforcement work and have the same degree of eligibility that is required for their original attendance at the NPA.

Mr. Hennrich also raised the question as to whether the graduates of the NPA who were no longer connected with law enforcement organizations should be invited to attend the meetings of the State NPA graduates when they have organized on a state basis. It was the opinion of the Conference that although this was a matter outside its province, since the question has been asked by an SAC, the SAC's, when the opportunity afforded, should serve in an advisory capacity to suggest that these men not attend the NPA Associates meetings held in the various states.

If this is approved there is attached hereto a suggested letter to the SAC's and also a suggested bulletin to explain to the SAC's the reasons why NPA graduates not now in law enforcement are not eligible to receive in-service training for NPA graduates.

Respectfully,
For the Conference,

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Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

NOT RECORDED

66-2554

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

cc Mr. Glavin

EAT:DS

July 29, 1941

THE DIRECTOR

A. The Executive Conference approved the two attached proposed revisions of the Manual of Rules and Regulations, Sections 83 and 93, in connection with employees in another district under subpoena.

Those in attendance were Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Rosen, Quinn Tamm, Gurnea, Tracy, Drayton, and E. A. Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Ladd _____
Glavin _____
Nichols _____
Rosen _____
Tamm _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
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ORIGINAL FILED IN 66-1934-60974

July 28, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea, and Glavin, considered a suggestion submitted by Special Agent Poster of the Personnel Division that the Bureau retain in its possession all .351 and 30.06 rifles which are being returned from the field after the new Model 81 rifles have been delivered.

The Conference was advised that 198 of the new Remington 81 rifles have been received by the Bureau and are being forwarded to the field. The total order is for 520 rifles and they are being received at the rate of 20 a week. The Conference recommends the following procedure:

1. That as the Remington Model 81 rifles are received, offices should be completely furnished with these rifles; that is one office will be taken care of before another and the rifles will not be delivered to all offices on a partial delivery basis. At the present time 28 field offices have received one or more of the new rifles and their needs will be taken care of before these rifles are forwarded to additional field offices.

2. It is recommended that as the .351 and 30.06 rifles are returned to the Bureau, they be retained in the possession of the Bureau, due to the fact that it may be essential that we have additional rifles in the future and it is becoming increasingly difficult to secure such equipment at the present time, due to the many priorities and huge national defense orders being handled by the various firearms companies. Mr. Gurnea dissented in this suggestion, stating that instead of having these rifles returned to the Bureau, they should be maintained in the various field offices—that no training should be held with them, but they should be retained there for use in cases of emergency. It was pointed out to the Conference that all Agents in the Bureau at the present time are qualified in the use of both the .351 and 30.06 rifle.

Should the Director approve the majority recommendation in

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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ORIGINAL FILED IN 66-2760-948

Memorandum for the Director

- 2 -

July 28, 1941

regard to this latter suggestion, appropriate notification will be immediately forwarded to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:MTS

July 28, 1941

THE DIRECTOR

①
The Executive Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea, and Glavin, was advised that it had been brought up by certain of the SACs while attending conference here in Washington that an undesirable practice has sprung up in the field of offices sending voluminous reports to other field offices requesting that they be reviewed and appropriate leads set out.

The Conference is of the unanimous opinion that this procedure should be discontinued and such reports forwarded only to those offices having an interest in the investigation, and that the leads be appropriately set out in those reports.

There is attached hereto a proposed bulletin insert covering this matter.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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DATE 7/19/96 BY SP5C10MS

Ut:mc
Suggestion #51
By Paul G. Egart

July 28, 1941

THE DIRECTOR

A
The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Rosen, Drayton, Foxworth, Gurnea, Glavin, Nichols, Tracy and Quinn Tamm being present, considered a suggestion submitted by Paul G. Egart in which Egart suggests that changes be made in the present "net index" system used in the Technical Section of the Identification Division. Egart's suggestion contemplates a minimum requirement for each man, such requirement to be increased each two months depending upon the man's ability, also a general intelligence test every two months as well as a test on the technical procedure.

The Conference advises that such a system as proposed by Egart would necessitate additional clerical personnel in the Identification Division to arrive at the proper "net index" for each employee. The system as outlined would necessitate at least ten employees who would do nothing but figure the "net index" of the Technical Section employees. Such an expenditure of clerical personnel could not be justified because of the fact that the Conference feels that the present "net index" system of the Technical Section is fair and just.

If you approve, there is attached hereto a letter to Egart so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

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ORIGINAL FILED IN 66-2554-722

SJT:MLG

July 28, 1941

Suggestion #50

By Charles M. Solomon, Special Agent

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MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Clegg, Ladd, Foxworth, Nichols, Glavin, Drayton, Q. Tamm, Rosen, Gurnea and Tracy.

SUGGESTION #1: That in the filing of teletype messages transmitted by the field office, the original copy produced by the teletype machine be placed in the file as the file copy. In this way, a permanent copy of the message as actually sent would be on file. The present practice is for the original typewritten copy bearing the initials of the SAC or other person approving the message to be filed as the file copy.

RECOMMENDATION: Unfavorable.

The Conference unanimously opposed any change in the present system, pointing out that the initialed copy establishes responsibility; further, it is on regular letter size paper and is easier to file and in the event of an error in transmission, the copy produced on the teletype machine is kept a minimum of thirty days which is sufficient for the checking of errors.

SUGGESTION #2: That agents review all material dictated by them, including reports, as it is more efficient if the person dictating reviews his own dictation as he can catch errors that would not be noticed by a person not familiar with the investigation.

RECOMMENDATION: Unfavorable.

The Conference unanimously opposed any change in the present system, pointing out the loss of time involved, the necessity for holding up reports for an indefinite period of time awaiting agents return to their headquarters from road trips, subpoena, etc. There has been no difficulty experienced by the Bureau in the present method of having reports reviewed and signed by the Special Agent in Charge.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

NOT RECORDED

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Mr. Tolson
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy

cc - Mr. Glavin

ORIGINAL FILED IN 62-14747-84

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July 28, 1941

MEMORANDUM FOR THE DIRECTOR

27
The Executive Conference consisting of Messrs. Tolson, Glavin, Drayton, Quinn Tamm, Rosen, Carson, Ladd, Glavin, Foxworth, and Nichols considered the recent request of Lieutenant Joseph A. Connors of the Metropolitan Police Department to utilize the Bureau's teletype facilities in dispatching messages to certain police departments throughout the country. Lieutenant Connors pointed out they would be sending approximately one message a week and that the charges would be paid for by the Police Department. It was pointed out the Telephone Company would not bill the Police Department inasmuch as the account would be too small and it would be necessary for the Bureau to collect from the Police Department and turn the funds into the Treasury.

W
It was the unanimous opinion of the Conference that the Bureau should tactfully advise Connors that our facilities are taxed to capacity and we could not comply with their desire, with the suggestion he might want to install a teletype. It is pointed out that they would only have to guarantee \$10 a month to have the teletype installed.

Along this same line, the Conference considered information furnished by Mr. Coffey to the effect that at a recent meeting of the Defense Communications Board at Cleveland, Mr. Coffey was asked to inquire whether in times of emergencies, the facilities of the FBI teletype network could be used by non-Federal police agencies and also whether in similar emergency situations, it could be used by the Army and Navy. Mr. Coffey recommended that the Bureau consider making these facilities available in emergencies. He also points out that the Bureau may even desire to extend this courtesy to the Army and Navy with the understanding that such use will be subject to noninterference of the FBI's communication traffic. He further states that the Bureau consider making its facilities available to police in the event of an emergency.

The Conference was unanimously of the opinion that the Bureau's policy should be to discourage the use of Bureau teletype facilities. However, it was observed that in the event of an emergency

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

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HEREIN IS UNCLASSIFIED 323,013
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ORIGINAL FILED IN 66-2554-1000

an altogether different situation was presented. If approved, Mr. Coffey will be so advised and Mr. Nichols will advise Lieutenant Connors as set forth above.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

I would go further than the Executive Conference, discussed in the attached memorandum, and recommend that in the event of any emergency our communications facilities, teletype, radio and any other facilities that we may have in operation or capable of operation, be made available to the law enforcement agencies in the country to the fullest extent which our equipment will permit, subject only to the priority of our own messages.

E.A.T.

SJT:MLG

July 28, 1941

Suggestion #71.
by LeRoy H. Barnard, Special Agent

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Clegg, Ladd, Foxworth, Nichols, Glavin, Drayton, Quinn Tamm, Rosen, Gurnea and Tracy.

THE SUGGESTION: That the Bureau file number be shown on all reports, placing it as the first reference as it is felt this would save an appreciable amount of time at the Seat of Government in the handling of such reports.

RECOMMENDATION: Unfavorable

Mr. Tracy advised the Conference that this and similar suggestions have been considered many times by the Administrative Files Division and that it would not be a desirable practice and would lead to confusion rather than save time; that it is easier and more accurate for the classifiers and the searchers to handle the report in accordance with the subject matter and any change in this procedure would be highly undesirable. The Bureau's file system so far as classifying is concerned is particularly complex and reference file numbers cannot safely be utilized. The Conference unanimously disapproved the suggestion.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

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DATE 7/19/90 BY SP5C110MS

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July 28, 1941

THE DIRECTOR

John
D
The Executive Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea, and Glavin, considered a memorandum from Mr. Quinn, wherein he advises that due to the large increase of personnel in the Federal Bureau of Investigation now working on the night shift, considerable confusion results at the first floor entrance of the building where the employees are detained for the purpose of signing in and out on the register maintained at the door.

It was further pointed out that on many occasions a large number of employees are reporting for duty while at the same time a large number of employees are being released from duty, creating tremendous confusion at the door.

The suggestion was made by Mr. Quinn, it having been made to him by the Captain of the Guard, that in order to speed the flow of traffic at the door on the evening shift, the practice of signing in and out be discontinued and the FBI employees be required only to display their passes on entering and leaving the building, thereby relieving the jam that now exists.

The Conference is in agreement that there is a tremendous confusion at this door during the evening hours and recommends that the policy of exhibiting passes be approved. Should the Director approve, an appropriate memorandum is attached hereto for Mr. Quinn.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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July 28, 1941

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THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glavin, Drayton, Quinn Tamm, Rosen, Clegg, Foxworth, Ladd, and Nichols considered the oral suggestion which SAC Newman made while attending a recent SAC conference that in connection with the preparation of manuscripts by Agents prior to making their first speech, it might be well to have this done while attending In-Service School.

It was pointed out to Mr. Newman at the time by Mr. Nichols that in connection with the speeches which are made in Training School, there is not sufficient time to permit the usual 20-minute speech, further that the preparation of manuscripts could best be done by Agents in the field.

The Conference was unanimous in their disapproval of Mr. Newman's suggestion.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
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Mr. Drayton _____
Mr. Quinn Tamm _____
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Mr. Tracy _____
Miss Gandy _____

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July 28, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Rosen, Drayton, Foxworth, Gurnea, Glavin, Nichols, Tracy and Quinn Tamm being present, considered a request received from Major R. J. Moulton, War Department, Fort Myer, Virginia in which Mr. Moulton requests that, because of the fact the Bureau does not answer non-ident applicant prints, at the time he forwards his fingerprint cards to the Bureau he be sent a receipt acknowledging the fingerprint cards.

The Conference feels that if the receipt is prepared by the War Department and forwarded for signature to the Bureau reflecting the number of fingerprint cards transmitted, such a receipt should be returned to the contributing agency.

If you approve, there is attached hereto a communication to Major Moulton so informing him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

N. E. Glavin, Secretary

Mr. Tolson _____ Enclosure

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
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July 28, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea, and Glavin, was advised that during the SAC conferences several SACs suggested that the policy be followed in the field of retaining duplicate copies of reports of interviews of applicants for appointment to positions in the Bureau.

The Conference was of the unanimous opinion that this procedure should be followed in the field service, pointing out that on many occasions information can be secured from these duplicate reports during the conducting of the character and fitness investigation, which would not otherwise be available to the investigating Agent. There is attached hereto a bulletin insert concerning this matter.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C110ms

66-2554-

SJT:MLQ

July 28, 1941

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333013
DATE 7/16/90 BY SP5C10MS

Mr. Tracy brought to the attention of the Conference the fact that many field offices in Internal Security cases, Espionage cases and Registration Act cases are setting forth in detail in report form lists of all mail received by the subject under investigation.

Inasmuch as reports are fully classified and indexed at the Bureau, it has been necessary for the Files Division to be instructed to omit the indexing of certain types of correspondence set forth such as letters received from the Internal Revenue Bureau, Treasury Department, Library of Congress, Public Utility companies, etc.

It was suggested by Mr. Tracy that all field offices be instructed that with regard to mail covers, only those covers pertinent to the investigation and which should be of permanent record in the Bureau should be included in reports. The Special Agent making the investigation is better qualified to determine which mail covers should be made a matter of permanent record than are the classifiers in the Bureau's Administrative Files Division. It was pointed out that mail covers could be sent to the office of origin as an enclosure to copies of reports to that office.

The Conference was unanimously of the opinion that a bulletin should be prepared to all field offices to correct this situation and instructed that Messrs. Foxworth and Tracy have such a bulletin prepared.

The proposed bulletin is attached hereto for approval.

Those in attendance were Messrs. Tolson, Clegg, Ladd, Foxworth, Nichols, Glavin, Drayton, E. Tamm, Rosen, Gurnea and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - W. R. Glavin

NOT RECORDED

66-2554

ORIGINAL FILED IN

NRG:MTS

July 28, 1941

THE DIRECTOR

The Conference, consisting of Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea, and Glavin, considered a suggested by Clinton E. Pollock of the Personnel Files Section, to the effect that when interviews are conducted by the interviewing official in the field service and such interviews are not arranged for by the Bureau, the appropriate notation be made on the application blank received by the interviewing official.

It was pointed out to the Conference that on a number of occasions applications received by officials in the Bureau in connection with which an interview was granted have no notation thereon and as a result if the application and interview become detached additional interviews are arranged at the Seat of Government. This matter has been receiving the continued attention of the Chief Clerk's Office and at the present time all Special Agents in Charge attending the conferences are being advised that on all occasions they should make the appropriate notations on application forms when interviews are initially conducted by them.

It is not believed that additional instructions need to be forwarded to the field on this matter at the present time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP5C11 DMS

66-2554

NRG:ATW

July 28, 1941

Suggestion #79

By John Joseph Mulhern, Clerk

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Clegg, Foxworth, Ladd, Nichols, Rosen, Drayton, Quinn Tamm, Gurnea and Glavin.

THE SUGGESTION: The Conference considered a suggestion from this employee that when the Bureau forwards circulars to the field for mailing list distribution, these circulars be appropriately folded at the Bureau and stamped with a penalty stamp and return address. This employee pointed out that if this procedure is followed, a considerable amount of work will be eliminated in the field office. He pointed out that in one particular case when a reward circular was distributed by the Bureau for the Nassau County Police, Mineola, Long Island, it would have required only one hour and forty-five minutes to merely address the circular had it been folded; whereas, it required approximately nine hours of time to fold the circular, stamp it and seal the envelope. A sample of a folded circular submitted by this employee is attached hereto.

RECOMMENDATION: Favorable

The Conference is in unanimous agreement that this procedure should be followed by the Bureau in sending out circulars for distribution in the future.

An appropriate communication to this employee and a memorandum to Mr. Nichols are attached hereto.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____

Mr. Hendon _____

Enclosure

Mr. Tracy _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/90 BY SP5C.10m5

ORIGINAL FILED IN 62-21531-

WRG:MTS

July 26, 1941

THE DIRECTOR

2m
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Tracy, Nichols, Drayton, Carson, and Glavin, considered the suggestion of imprinting on the Department of Justice passes used by Bureau employees the letters "FBI," as shown on the attached sample.

Mr. Glavin communicated with Mr. Ford of the Department, who stated there would be no objection to the Bureau following this policy. The Conference therefore recommends that the letters "FBI" be imprinted on the various passes before they are furnished to our employees in the future.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-21

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C11bm5

ORIGINAL FILED IN 66-2554-502

SJT:MLG

July 25, 1941

MEMORANDUM FOR THE DIRECTOR

RE: INSPECTION - NATIONAL DEFENSE
DIVISION
Custodial Detention Unit

Those present at the Executive
Conference: Messrs. Tolson,
E. A. Tamm, Q. Tamm, Glavin,
Nichols, Gurnea, Tracy, Foxworth,
Carson, Ladd, Collier and Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 203,013
DATE 7/19/90 BY SP5C/110M3

The Conference considered a suggestion by Inspectors
Hince and Tracy that a special master index card file maintained
in the Custodial Detention Unit be abolished. This file con-
tains the name and all aliases of every subject of a custodial
detention card and in addition persons who are about to be
entered into the Custodial Detention file, i.e., potential
detention subjects currently being worked on by supervisors.
The cards are filed alphabetically.

The same persons under the same names are also filed
alphabetically in the Custodial Detention file which is main-
tained in the same room, i.e., Mr. Rosen's office. The only
names which would not be in the Custodial Detention file would
be those on which the supervisors were currently working. This
represents a rather small number.

The same persons with the same names are filed alpha-
betically in the Bureau's Administrative Files section on the
same kind of special blue colored card.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

The Inspectors recommend the abolition of the file on
the ground that it is an unwarranted duplication and is, in fact,
a third index file containing the same information.

Messrs. Foxworth and Carson did not object, but felt
that the file saved time in the Custodial Detention Unit because
they could check on whether a person was under consideration for
custodial detention much quicker by referring to this file than
by inquiring of the Bureau's files section. They pointed out
that frequently correspondence of various types containing names

NOT RECORDED

66-2554

45

ORIGINAL FILED IN 66-2554-737

Memorandum for the Director

-2-

July 25, 1941

of possible subjects comes through the unit prior to having been recorded in the Bureau's files section and that they can check in this special index file and ascertain if the person is being considered for custodial detention. Messrs. Foxworth and Carson also felt that if the file was abolished, it would cause some additional work for the Bureau's files section inasmuch as the files section would have to handle cases for information which are now served by the master index file maintained in the Custodial Detention Unit.

Inspectors Hines and Tracy pointed out that the originals of all Custodial Detention cards prepared are filed in the Custodial Detention Unit; therefore, a check can be made and it can be ascertained from the original custodial detention card whether or not a card has been approved; that with regard to a check on any other names, correspondence would have to be subsequently checked against the Bureau's Administrative Files index when passing through the Searching Unit. Therefore, there would be very little, if any, saving of time to the Files Division and further it is desirable that any unrecorded correspondence be promptly sent to the Files Section for recording and search.

The Conference agreed with Messrs. Foxworth and Carson.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson cc - Mr. Glavin

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

DWL:US

Suggestion #30

By Ruth Sutton Adams

July 25, 1941

THE DIRECTOR

A On July 19, 1941, at a meeting of the Executive Conference, attended by Messrs. E. A. Tamm, Nichols, Foxworth, Drayton, Carson, Rosen, Tracy and Ladd, the suggestion of Mrs. Ruth Sutton Adams to the effect that the Posting Section of the Identification Division make use of the Navy Serial Number at the time a notice of description is posted and that the Navigation Bureau of the Navy Department be contacted and requested to make use of this same serial number in notifying the Bureau to withdraw the wanted notices in order that the speed and accuracy in handling such notices would be increased.

The Conference was unanimously of the opinion that the Navy Department should be contacted for the purpose of requesting that they include the serial number, as well as the name, of the individual on whom they are placing or withdrawing wanted notices and further that the Posting Section make use of the serial numbers on the index cards at the time of the posting.

In the event you approve of the action of the Conference, a letter is attached addressed to Mrs. Adams.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

1 End filed
with
A.P.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5elloms

ORIGINAL FILED IN 66-1574-277

BUL:CS
Suggestion #30
By Ruth Sutton Adams

July 25, 1941

THE DIRECTOR

A
On July 19, 1941, at a meeting of the Executive Conference, attended by Messrs. E. A. Tamm, Nichols, Foxworth, Drayton, Carson, Rosen, Tracy and Ladd, the suggestion of Mrs. Ruth Sutton Adams to the effect that the Posting Section of the Identification Division make use of the Navy Serial Number at the time a notice of desertion is posted and that the Navigation Bureau of the Navy Department be contacted and requested to make use of this same serial number in notifying the Bureau to withdraw the wanted notices in order that the speed and accuracy in handling such notices would be increased.

The Conference was unanimously of the opinion that the Navy Department should be contacted for the purpose of requesting that they include the serial number, as well as the name, of the individual on whom they are placing or withdrawing wanted notices and further that the Posting Section make use of the serial numbers on the index cards at the time of the posting.

In the event you approve of the action of the Conference, a letter is attached addressed to Mrs. Adams.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

15
10
A
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. Drayton
Mr. Quinn Tamm
Mr. Hendon
Mr. Tracy
Miss Gandy

66-1631-7477
ORIGINAL FILED IN

66-2554

SJT:MLG

July 21, 1941

MEMORANDUM FOR THE DIRECTOR

RE: Investigation of Government
Employees who are members
of subversive organizations.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C10DMS

Mr. Tracy brought to the attention of the conference recommendation #12 made by Mr. Foxworth in a memorandum to the Director dated July 1, 1941. This recommendation reads as follows:

"That the index cards in the file room prepared on the individuals involved in any investigation under this classification be made on a distinctive color card to insure that all subsequent information received concerning the Government employee will be called to the attention of the supervisor handling this classification."

It was pointed out by Mr. Tracy that this suggestion means a new files section procedure identical with that presently installed in the Administrative Files Division for the custodial detention unit.

The use of special additional colored index cards for each person considered for custodial detention has resulted in a 20% increase in the work of the searching unit of the Files Division.

Mr. Tracy advised the Conference that if the same procedure is adopted as suggested by Mr. Foxworth, it will necessitate increasing the personnel of the searching unit by 20%. There are presently 36 searchers in the searching unit. It will, therefore, be necessary to add seven additional employees to handle this work.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

Messrs. Tamm, Foxworth, Carson, Drayton, Ladd and Rosen recommended that the colored cards be utilized and that the administrative division furnish seven additional searchers to the searching unit to handle this unit.

Messrs. Tolson, Clegg, Glavin, Nichols and Tracy recommended against the suggestion that special colored index cards be used, pointing out the present delinquency of the Files Section; the time

NOT RECORDED

66-2554-

U. S. DEPARTMENT OF JUSTICE	
SEARCHED	INDEXED
SERIALIZED	FILED
JUL 24 1941	
FBI - NEW YORK	

ORIGINAL FILED IN 66-818-2

Memorandum for the Director

- 2 -

July 21, 1941

necessary to train new employees and that a 20% increase in personnel to handle a single project such as this was not justified at the present time. Mr. Clegg observed that when the Files Division is in a position to handle such a project, he is in favor of it being handled at that time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

WRG:MTS

July 21, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Drayton, Tracy, Clegg, Rosen, Foxworth, Nichols, and Glavin, considered a communication received from SAC Sackett of the New York Office concerning the Lincoln armored limousine.

It is noted that Mr. Sackett reports that the officials of the Brooklyn Navy Yard are not desirous of removing the armored plate from this car and recommend that it be junked by a private concern.

Messrs. Tolson, E. A. Tamm, Tracy, Drayton, and Glavin, recommend that steps be taken to junk this car in New York City.

The remainder of the Conference, Messrs. Clegg, Rosen, Foxworth, and Nichols, suggest that this car be brought to Washington and stored either in the basement or at Quantico for the use of the Training Division. These members state that it could be used for training purposes and the testing of shots on armored plate and bullet-proof glass for practical training purposes.

Should the Director approve the majority's recommendation, immediate arrangements will be made with the Procurement Division of the Treasury Department to secure clearance for commercial junking of this machine.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5/clm/s

66-2554-

ORIGINAL FILED IN

HHC:MET:VCR

July 20, 1941

Suggestion #26

J. W. Core, Special Agent

THE DIRECTOR

Those present at the Executive Conference were the following: Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson and Clegg:

1. The employee suggests that an arrangement be made whereby an office of origin with no further work pending on the case may designate another office as the office of origin under conditions known to meet with the Bureau's approval for such a change.

RECOMMENDATION: The Conference unanimously recommended against any change in the present procedure since the supervision of the case is left in the office of origin and many offices seek to shift the responsibility of this type and the Bureau desires to pass upon such matters rather than having them done at the discretion of the Agents in Charge.

2. The employee points out that numerous reports are setting out blanket leads for all offices to search their index cards and advise the office of origin of any pertinent information contained in the files of the auxiliary office. He suggests that a method be devised where a report is not automatically required.

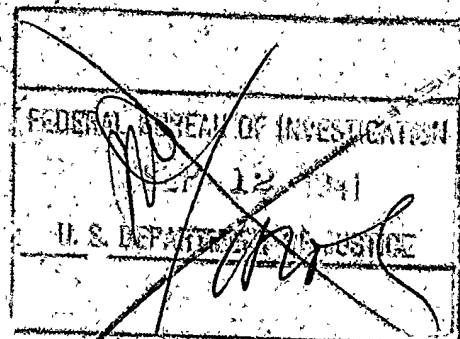
RECOMMENDATION: This entire matter is the subject of another memorandum which is being prepared in the Investigative Division and will not be treated in detail here.

3. The Agent suggests that the present method of guarding convoys whereby during the loading and unloading of firearms Agents are conspicuous with .351 rifles in their hands where the cars are being loaded and that this should be eliminated and the magnum revolver should be worn in the holster of the guarding Agents rather than the .351 rifle.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5CII DMS

NOT RECORDED



ORIGINAL FILED IN 66-2554-17

Memo - Director
Page 2

The Conference recommended that Agents on guard duty when weapons are being loaded and unloaded be armed with magnum revolvers loaded with magnum ammunition. The Conference recommended that the automobiles serving as convoys should contain Agents some of which are armed with the magnum revolvers loaded with magnum ammunition and others authorized to carry the .351 rifles.

In view of Mr. E. A. Tamm's memorandum for Mr. Clegg dated August 18, 1941, indicating that this matter be placed before the firearms experts to be sure that they concur in the recommendations made, a letter is being prepared to all Bureau firearms experts and to Mr. E. J. Connelley and Mr. Dwight Brantley requesting their views.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

HHC:MET

July 20, 1941

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson, and Clegg.

The Conference considered the suggestion that pamphlets be prepared as an aid to the student during course of instruction in certain subjects such as "Portrait Parle" and there were attached some sample pages with covers of a proposed text pamphlet for training purposes which was prepared by Mr. Gauthier from available material.

The Conference unanimously was of the opinion that no pamphlets of this sort should be presently prepared and distributed by the Bureau. The printing problem is too great. Mimeographed forms, projection slides, and moving pictures presently available eliminated the necessity for these pamphlets being utilized.

Mr. Gauthier is being advised of this conclusion if approved.

Respectfully,
For the Conference

Glyde Tolson
Chairman

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

RECORDED 102

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL

HHC:MET

July 20, 1941

Suggestion #20

By William L. Hornback, Jr., Typies

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson, and Clegg.

The employee suggested a new form of charge-out slip which he attached. The advantage, he felt, of the form was that it would provide an opportunity for additional charge-outs on the same form.

RECOMMENDATION: Unfavorable. There is at present a form which is used by all field offices on which a reasonable number of entries can be made and the necessity for increasing the number of entries on the form is not believed to exist. The necessity of getting new charge-outs with a fair degree of frequency whenever a serial is held out a considerable period of time makes it advisable that the present form be continued.

If this is approved, Mr. Hornback will be advised accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

HHC:MET

July 20, 1941

Suggestion #24
By John C. Dugan

THE DIRECTOR

Those present at the ⁰Executive Conference were Mr. E. A. Tamm, Mr. Foxworth, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Drayton, Mr. Carson, and Mr. Clegg.

This employee suggested that all Agents in the field be instructed as to the proper method of completely filling out the reverse side of fingerprint cards.

RECOMMENDATION: No action was taken as this is presently being done in both the new Agents' and In-Service Classes.

Mr. Dugan is being advised to this effect if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

cc-Mr. Glavin

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Drayton

Quinn Tamm

Heiden

Tracy

Gandy

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6 JAN 3 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/DM5

HHC:MET

July 20, 1941

THE DIRECTOR

2m
The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson, and Clegg being present, considered the attached list of material, photographs, reprints, charts, and releases, which will form a nucleus from which students attending the FBI National Police Academy can select material which they need and desire. The Bureau will upon specific request furnish this material to the students of the National Police Academy. This list was approved unanimously.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,013
DATE 7/19/90 BY SP5clpm/s

ORIGINAL FILED IN 100-44111

WRG:MTS

July 20, 1941

THE DIRECTOR

Mr. Glavin brought up for the attention of the Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Drayton, Foxworth, Tracy, and Glavin, parking spaces assigned to Bureau supervisory officials in the basement, as well as parking spaces made available by the Department for night parking of the various employees assigned to night duties.

Mr. Glavin pointed out that at the present time there are five spaces in the basement used by two persons each for parking; that as additional parking spaces are available due to transfers, resignations, and such, he desired the Conference's suggestions as to whether those sharing parking spaces should secure such available spaces or whether they should be otherwise assigned.

The Conference was of the unanimous opinion that there should be a distribution of day parking spaces in the basement on the basis of assigned supervisory personnel.

With reference to the 80 spaces which will be available for night parking, the Conference recommends that the distribution of these spaces be made on a pro rata basis according to the number of employees on duty during those hours. Unless the Director objects, the assignments will be made in that manner.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/90 BY SP5CJL/MS

ORIGINAL FILED IN

66-2729-11224

JOHN EDGAR HOOVER
DIRECTOR



HHC:MET

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 20, 1941

Suggestion #70
by Henry J. Adams, Jr., Special Agent

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Carson, Drayton, and Clegg being present, considered the suggestions of Special Agent Henry J. Adams, Jr., as follows:

1. That hot water and soap be used in preference to nitro solvents in cleaning Bureau weapons. The recommendation is unfavorable as to any amendment of the rules since the Manual points out that both types of cleaning agents are suitable and Adams, himself, has admitted he has seen but two weapons since his service in the Bureau that were not in the proper condition of cleanliness. It is pointed out in the manuals also that after nitro solvents are used, they should not be left in or on any weapon. The same section points out that hot water or hot water and soda solutions are effective in cleaning the guns.
2. The employee suggests that during hip shooting training the Agents be required to wear their coats. This has been previously considered. There is increased danger in the large amount of practice given in shooting from the hip when coats are worn. It is frequently too warm for the Agent to be comfortable when wearing a coat in the summer and the practice being given is such that with or without coats the effectiveness in the use of the weapon in hip shooting is equal as the Agent is taught to step to one side in such a manner as to throw his coat back as he pulls his pistol from the holster. Any additional advantage is more than offset by the additional hazards involved.
3. The employee suggests that very few of the older Agents understand the basic principles of hip shooting. Mr. Adams in oral interview admitted that he has not observed enough Bureau Agents during his one year's experience to express the opinion that they are unable to shoot properly from the hip. Tests by firearms instructors at Quantico have shown that the present method enables them to draw and fire the gun well within the two second limit which is suggested by Agent Adams. Also it is believed that the present form of hip shooting is more practical than other types which have been suggested and experimentation has proven this to be true.

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4. The employee suggests that all .38 caliber super-automatics be called in by the Bureau as the magnum revolver is a superior weapon. The training in the use of these super-automatics is given to enable the Agents to understand the functioning of these automatic hand weapons which are frequently used by police and some Agents desire them. From oral conversation Agent Adams has agreed it is desirable to give some training with the .38 caliber super-automatic.

5. Employee suggests that Remington automatic shotguns be called in from the field. For some time the Bureau has not been replacing this particular type of weapon with a new Remington automatic, but the pump gun which is used by the Bureau is being substituted as fast as the automatic guns wear out or become unserviceable. It was the opinion of the Conference, however, and recommendations to that effect were unanimously made:

- a. That all Remington automatic shotguns be called in from the field provided replacements can be made with the approved Bureau pump gun which has been previously approved as the weapon to replace the automatic shotgun. This will eliminate the necessity for training with the automatic shotgun and save hundreds of hours of Agents' time per year on the range in training with a weapon that has become obsolete. The weapons which are called in can be sent to Quantico for any experimental use there and then turned in to the proper Governmental agency for disposal.
- b. Since the Bureau has approved the use of the Model 81 Remington as standard equipment to replace the .351 rifles and .30'06 rifles, the Conference was of the unanimous opinion that the field should be furnished with the Model 81 rifles at the earliest possible date and that all .351 and .30'06 rifles be returned to the Bureau. The weapons returned to the Bureau will be retained by the Bureau for emergency use, it being believed that we may need additional rifles in the future and due to the emergency conditions may not be able to purchase any rifles at that time.

Memo - Director
Page 3

6. The employee suggests that at quarterly conferences of Agents questions be permitted concerning firearms and safety precautions. The Conference recommended unanimously against this suggestion since there are regular firearms training periods seven times a year and the four quarterly conferences should be devoted to matters of administrative, personnel, and investigative procedures rather than given over to firearms training.

7. The employee suggests that each field office be equipped with one or two model 70 Winchester rifles chambered for the use of .30'06 caliber cartridge. The employee points out that this is a very accurate weapon, simple in construction and easily handled. The Conference recommended unfavorably as the new model 81 rifle has been approved to replace the .30'06 caliber rifle entirely.

If approved, there is attached hereto a letter to Special Agent Henry J. Adams, Jr.

Respectfully,
For the Conference

*Approved for
the Director
EOR 8/11/41*

KT
Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

HHC:MET

July 20, 1941

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10ms

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson, and Clegg being present, considered the Executive Conference memorandum of June 24, 1941, relative to Mr. Sackett's proposal that contacts be established with hotels and other establishments whereby a means is provided so that if one of these hotel men were telephoned, he in turn could telephone others and they in turn could telephone others to locate some individual whose location in some New York hotel the Bureau may desire to establish. The Conference is still opposed to this suggestion.

There was also considered the Executive Conference memorandum relating to the suggestion of Mr. Gurnee that every effort be made to build up sources of information, contact, and confidential informants files with a view to eventually considering these contacts and sources of information as prospective special employees. This matter was reconsidered and the following recommendations were made:

1. That the present system of maintaining and developing sources of information, contact, and confidential informant files in the field offices was the proper policy to pursue.
2. That it was desirable to stimulate interest and activity in the development of these various types of contacts.
3. In order to stimulate this interest and to increase the number of names recorded of value, that every step should be taken to develop quality rather than quantity but that in developing quantity, it was recognized that there would be some quality produced. It was thus recommended that a bulletin go to the field establishing for each office a quota of at least five new sources of information, contacts, or confidential informants for each Agent assigned to the office.
4. To enforce this regulation, each field office should be called upon to furnish a list of the total number of such confidential informants at present recorded in their files and each three months submit an additional report together with a statement as to the average number of Agents in the office during the three-months interim.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2574-

Memo - Director
Page 2

If this is approved, there is attached hereto a bulletin to this effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

HHC:VCR

July 20, 1941

Suggestion #63

E. N. Notestein, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson and Clegg.

Special Agent Notestein recently suggested that a retaining wall be built between the rifle range at Quantico and the pistol range. This matter was submitted to SAC Espay and the Firearms Instructors at Quantico and it is their opinion that such a retaining wall is unnecessary. At the present time the rifle range occupies a considerably higher elevation than the pistol range. Also, there is a thirty degree angle between these two ranges. In other words, shots fired down the rifle range and shots fired down the pistol range are not in the same direction but the pistol range extends at an angle of thirty degrees from the rifle range. This provides adequate safety and the building of a concrete wall between the two ranges it was not believed would add anything additional to safety precautions because at present there is a heavy embankment of dirt which suffices and is entirely adequate.

Recommendation: Unfavorable. If approved, Mr. Notestein is being advised accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/19/90 BY SP5/clm/s

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Mr. Tracy _____
Miss Gandy _____

ORIGINAL FILED IN 66-3760-50-1040

HHC:MET

July 20, 1941

Suggestion #25

By J. J. Starke, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Foxworth, Ladd, Nichols, Rosen, Tracy, Drayton, Carson, and Clegg.

This employee suggests that in connection with the FBI Law Enforcement Officers Mobilization Plan for National Defense once each year a state-wide meeting of all the law enforcement heads be held in order to more effectively coordinate their work. He believes there will be increased coordination, favorable publicity, and a solidification of the work which has already been done along this line.

RECOMMENDATION: Unfavorable. At present field offices are permitted to hold their quarterly conferences in connection with state-wide law enforcement meetings, but the Executive Conference feels there will be a greater amount of publicity if more conferences are held as the publicity will appear in all sections of the state. It is not believed that there would be any increased coordination by bringing all the police chiefs together at one time in any particular state and it is believed that the matter is being handled best in its present form.

Mr. Starke is being advised accordingly, if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/19/90 BY SP5C11/mms

66-2554-

DML:nlp

July 19, 1941

THE DIRECTOR

At a meeting of the Executive Conference on July 19, 1941 attended by Messrs. E. A. Tamm, Nichols, Foxworth, Drayton, Carson, Rosen, Tracy and Ladd, the request of Mr. Suter of the Office of the Chief of Engineers of the War Department that he be permitted to examine the construction of the Bureau's rifle range at Quantico was considered.

It was pointed out to the Conference that the War Department was planning on designing and building pistol ranges for air fields through the country and that they were particularly interested in the construction of the one hundred yard batts in which the Bureau has built the electrically operated targets.

The Executive Conference was unanimously in favor of inviting Mr. Suter of the War Department to examine this range at Quantico.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-13

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3303
DATE 7/19/90 BY SP5C/10ms

NOT RECORDED

66-2554

ORIGINAL FILED IN 3765-50-985

WRG:NTS

Suggestion #38

By R. T. Noonan, Special Agent

July 18, 1941

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Drayton, Foxworth, Tracy, and Glavin.

Agent Noonan suggests (1) the elimination of daily reports. He states that the submission of daily reports has a demoralizing effect upon Agents generally. He points out that he understands the background for such reports; however, he does not believe that they are necessary at this time, that he has talked to numerous Agents and although they may not express themselves, they feel the same as he does concerning these reports. He also points out that considerable time is spent in tabulating and filing these reports.

RECOMMENDATION: The Conference points out that the daily reports as submitted at the present time by all Agents in the field except those performing administrative duties serve a good purpose and it recommends the continuation of the Bureau's present policy in this regard.

(2) He recommends the abolition of overtime reports, stating that other Government agencies have long since discontinued this practice and that overtime reports do not reflect the actual working time of the Agents.

RECOMMENDATION: This Agent, of course, is in error in his comment concerning the overtime report. The overtime report is being maintained at the specific request of the Sub-Committee on Appropriations of the House and a copy of this testimony which has already been forwarded to the field is being attached to a communication to Mr. Noonan concerning his suggestion.

(3) He suggests that consideration be given to authorizing the placing of male clerical employees on Sunday duty in the field divisions instead of Agents. He points out that if this policy were followed, the Agents would have some leisure time.

RECOMMENDATION: The Conference points out that in so far as weekend duty is concerned, the Bureau has never prohibited the assigning

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

66-2554-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Memorandum for the Director

- 2 -

of male clerical employees to this duty. The present rule of the Bureau is that male clerical employees be assigned to such duties. The instructions which were issued by the Bureau approximately two years ago are being renewed in the attached form letter to the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

A large, stylized handwritten signature, possibly reading "E. W.", is written in the bottom right corner of the page.

SJT:MLG

July 18, 1941

Suggestion #37

By Fred F. Bergewisch, Clerk

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference were Messrs. Tamm, Foxworth, Ladd, Nichols, Glavin, Rosen, Drayton, Harley and Tracy.

THE SUGGESTION: That field office files containing old check transmittal letters, Identification and Apprehension Order transmittal letters and files containing old miscellaneous vouchers be destroyed after a period of five years.

RECOMMENDATION: Favorable, as follows:

That check transmittal letters be destroyed after three months.

That the use of Identification Order and Apprehension Order transmittal letters be discontinued at the Bureau and the field be instructed to destroy their files.

That miscellaneous vouchers be destroyed after three years. These vouchers are duplicates, the original and one copy being sent to the Bureau for approval and payment.

If approved, a bulletin will be prepared to the field containing appropriate instructions.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP-3 JLM/S

cc - Mr. Glavin
cc - Mr. Clegg (For inclusion
in next bulletin).

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2119-149

WRG:MTS

July 18, 1941

Suggestion #35

By Clerks Joseph P. Condry
Norman A. Brasseur

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Drayton, Foxworth, Tracy, and Glavin.

Messrs. Condry and Brasseur submit a joint suggestion that the Bureau consider appointing male Bureau clerical employees to investigative positions for the primary purpose of conducting applicant character and fitness investigations. They tabulate in detail the qualifications which such employees should have.

RECOMMENDATION: The Conference is opposed to the adoption of this suggestion, pointing out that character and fitness investigations are the most important investigations we have and only thoroughly capable and mature, qualified Special Agent personnel should be assigned to conduct them.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/19/90 BY SP5C/IDMS

ORIGINAL FILED IN 66-2160 - 35

WRG:MTS
Suggestion #32
By J. R. Calhoun, Special Agent

July 18, 1941

THE DIRECTOR

Those present at the Executive Conference were Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Drayton, Foxworth, Tracy, and Glavin.

Agent Calhoun suggests that when a Special Agent is transferred from one office to another, his personnel file be kept in the office from which he is transferred until the 45-day report concerning his efficiency is rendered by the SAC at the new office of duty. Mr. Calhoun points out that if this practice were followed, the SAC of the new office to which the employee was assigned would not be influenced by any comment made in the employee's personnel file.

RECOMMENDATION: The Conference is unanimously opposed to the adoption of this suggestion. It points out that there is much material in the personnel file which should be in the possession of the SAC at the time he assumes jurisdiction over the investigative work of the new Special Agent. It also points out that firearms qualifications and special abilities of such employees are contained in these files and should be in the possession of each SAC under whose jurisdiction the employee is assigned.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/LMS

DNL:108

July 18, 1941

Suggestion #17

By Gilbert I. Liebenow

THE DIRECTOR

A
The Executive Conference on July 10, 1941, which was attended by Messrs. Tolson, Glavin, Nichols, Tracy, Drayton, Hines, Rosen and Ladd, considered three suggestions submitted by Gilbert I. Liebenow.

First - This employee suggested that each fingerprint man be furnished the non-ident checker's chart showing the searches on each cabinet in the section and that when a fingerprint man found a reference necessary, he would look up the cabinet and mark the row on the print rather than to have them sorted and routed by the Reference Clerk as at present.

Recommendation: Unfavorable.

It was pointed out that this would slow down the fingerprint searcher if he had to stop and look up the row on which a particular search occurred and it was felt that it would be better for a clerk to handle this work.

Second - The suggestion was submitted that a clerk be assigned to the special desk to handle all logging of prints rather than to have the logging of prints done by the fingerprint men.

Recommendation: Unfavorable.

It was pointed out to the Conference that a clerk is used about three hours each day in logging large groups of special prints and the balance of the clerk's time is spent on other clerical work in the section; that there is not sufficient work to keep a clerk busy full-time and that when a single print is received, rather than to call the clerk to log it the fingerprint man himself logs it, which procedure is believed to be the most efficient way of handling this.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

Third - Liebenow suggested that in the 1 fingerprint group an experienced employee be designated to interpret all questionable patterns.

Recommendation: Unfavorable.

CH-18
It was pointed out to the Conference that the interpretation of all questionable prints is now done by the Supervisors or coordinators; that this is not only true to the 1 group, but also is true

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP5C/Loms

ORIGINAL FILED IN 66-1631-7185X

Memorandum for the Director

- 2 -

of all questionable patterns on all groups. It was further pointed out that under the system established by the Inspectors there is one fingerprint employee assigned to supervise each ten cabinets and that this fingerprint man will be the proper person to answer questions about and interpret questionable patterns.

In the event you approve of the action of the Conference, a letter to Mr. Liebenow is attached hereto.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Carson _____
Quinn Tamm _____
Hendon _____
Tracy _____
Gandy _____

DML:CG

July 17, 1941

Suggestion #16
By Cresson B. Henderson

THE DIRECTOR

At a meeting of the Executive Conference on July 10, 1941, attended by Messrs. Tolson, Glavin, Nichols, Tracy, Drayton, Hince, Rosen and Ladd, the suggestion of Mr. Cresson B. Henderson to the effect that there be utilized four shifts of employees in the Identification Division working on a seven-hour day six days a week was considered.

Recommendation: unfavorable.

It was pointed out that this plan would require the forces to work seven hours on a Saturday, which is not possible under the present Government regulations.

In the event you approve of the action of the conference, a letter to Mr. Henderson is attached hereto.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

CH-18

NOT RECORDED
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/96 BY SP5C/IDMS

DML:GS

July 17, 1941

Suggestion #15
By Eugene W. Morrell

THE DIRECTOR

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At a meeting of the Executive Conference on July 10, 1941, attended by Messrs. Tolson, Glavin, Nichols, Tracy, Drayton, Hince, Rosen and Ladd, the suggestion of Eugene W. Morrell to the effect that one group of fingerprint men be assigned to completely classify all fingerprint cards before sending them to Card Index was considered.

Recommendation: Unfavorable.

It was felt that to do so would slow down too much the getting of the current prints into the Card Index Section inasmuch as it is possible for a man to fully classify only approximately 30 prints per hour. It was pointed out that each classification has a definite break-up and to have one group of men trying to classify prints for the entire section would necessitate reference to charts showing the fingerprint break-ups, whereas the man on the individual cabinets who now classifies the prints knows the break-up on his own cabinet.

In the event you approve of the action of the Conference, a letter to Mr. Morrell is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJL/MS

NOT RECORDED

66-2554

(no change)

ORIGINAL FILED IN 66-1631-7174

JOHN EDGAR HOOVER
DIRECTOR



SJT:MLG

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
July 16, 1941

MEMORANDUM FOR THE DIRECTOR

Those present: Messrs. Tolson, Clegg,
Foxworth, Ladd, Rosen, Nichols, Drayton
and Tracy.

Supervisor C. D. Metz of the Investigative
Division sets forth in the attached memorandum, a list
of authors of communications to the Bureau who are all
either mentally unbalanced or chronic correspondents.
He suggests that the Files Division not block stamp
and route communications of this sort in the regular
manner, but rather that they be sent directly to the
Miscellaneous supervisor's desk in the Investigative
Division for disposition.

The Conference unanimously approved the sug-
gestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

FEDERAL BUREAU OF INVESTIGATION
1 JUL 21 1941
U. S. DEPARTMENT OF JUSTICE
TOLSON NICHOLS HENDON

WRG:jh

July 16, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Hince, Rosen, Tracy, Quinn Tamm, Drayton, Foxworth, Carson and Glavin considered a recent decision by the Comptroller General concerning the transportation of household goods.

For the information of the Director under one of the late decisions of the Comptroller General which has just been distributed, the Government can defray expenditures for the transportation of household effects which have been stored by an Agent in a city other than his headquarters. For instance:

Agent Doe is assigned to the Washington Field Office. He is transferred to New York City. He does not wish to take his furniture with him to New York. He stores it in Washington. Later he is transferred from New York to Philadelphia. He wishes to have his furniture in Philadelphia and the Government will pay for shipping the furniture from Washington to Philadelphia provided the cost thereof does not exceed the cost which would accrue had he shipped the furniture from New York to Philadelphia.

The Conference recommends that this information be forwarded to the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

66-2554

c
o John Edgar Hoover
p Director
y
gmh

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

July 15, 1941

MEMORANDUM FOR THE DIRECTOR

(1)
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Gurnea, Ladd, Tracy, Drayton, Rosen, Hince, Nichols, Clegg, Foxworth, and Glavin again considered the desirability of transferring the Corpus Christi district to the San Antonio Office from the Houston Division.

Mr. Gurnea who was present at the time the Conference considered this matter recommended very much against the transfer of this territory. He stated that the territory as presently set up gives the Houston Office all of the Gulf Business covering the maritime activities and gives the San Antonio Office all Mexican matters. Mr. Gurnea believes this is the desirable split on the investigative assignments in those two territories.

The Conference recommends against any further change in the territories of the Houston and San Antonio Offices as they are set up at the present time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CH-22
176

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/19/90 BY SP5C/MMS

WRG:jh

Suggestion #

By Eli J. Rose, Special Agent

July 15, 1941

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Gurnea, Ladd, Tracy, Drayton, Rosen, Hince, Nichols, Clegg, Foxworth, and Glavin considered the following suggestions made by Special Agent Eli J. Rose:

1. Special Agent Rose suggested that the Bureau consider rehiring those employees who, because of age, were compelled to retire.

The Conference wishes to point out that the Director has interested himself in such legislation and on July 14, 1941, this legislation was favorably reported out of the House Committee.

2. He suggested further that the Bureau might wish to consider rehiring those Agents who left the Bureau to take other employment and who remained loyal to it after they left.

The Conference wishes to point out that on several occasions such former employees have been contacted to ascertain whether they were desirous of reentering our service.

There is attached hereto a communication to Special Agent Rose concerning these suggestions.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

66-2554-

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mrs. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/19/90 BY SP5CIPMS

July 15, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Tracy, Nichols, Rosen, Foxworth, Drayton, and Clegg being present, considered the new drawings and new estimates of the extension and addition to the FBI Training Center at Quantico. There are attached hereto blueprint drawings showing the front elevation and general appearance of the proposed addition with the old building, a blueprint drawing of the first floor plan, and a blueprint drawing of the second floor plan as proposed.

An examination of the front elevation and general appearance plan discloses that the addition will extend to the left of the present building, that there will be no door opening into the new building, the entrance door to the entire unit from the front being the present entrance door to the present building. There will, however, be a back entrance door on the first floor.

It is also noted that the roof of the addition is drawn as a pitched roof although a flat roof at a cheaper price can be arranged if desired. The Executive Conference unanimously approved the pitched roof for the extension as shown with a flat roof over the new dining room which will be in the rear of the building, and on this flat roof physical training can be held.

First Floor Plan

An examination of the drawing shows the entrance as at present in the old building. Off of the present lobby to the left is a corridor through which the new building can be reached and by means of same corridor an approach is made to the new dining room and kitchen facilities. The present dining room will be converted into a class room and will be at the front of the building to the left of the entrance lobby. This former dining room was intended to seat fifty people. The new dining room will be a newly constructed addition which is designed to seat 100 individuals. The kitchen will be slightly enlarged. There will be additional storage space and the scullery or dish washing room will be to the rear of the kitchen. The steps showing the entrance to the rear of the new addition of the building are shown and the diagrams show one office, two toilets and showers, and sleeping quarters for twenty-five students and instructors.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

NOT RECORDED

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 DATE 7/19/90 BY SP5/clm/s

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Second Floor Plan

The attached second floor plan shows the existing slanting roof over the present dining room which will be a new class room. It also shows the flat roof over the recreation area. The second floor of the sleeping quarters space shows a combination toilet and washroom and also a combination shower and dressing room.

Also the staircase is shown.

A baggage room, linen closet, and utility closet are likewise available. Then there is one large room into which thirty-two beds can be crowded. There will be a small space between each of the beds which will admit a small sized locker for those beds against the walls but no locker space for the beds in the center of the room which would require that these students share lockers with other students in the same room or else utilize lockers placed in the corridor on the same floor. The roof to this dormitory area will be a pitched roof which will match the appearance and design of the existing quarters.

Commander Saunders by telephone today advised Mr. Clegg that the present estimates are 50 cents per cubic foot for the dormitory space and 42 cents per cubic foot for the new dining room area which would be constructed of lighter steel than the remaining portion since it was only one story high. For a pitched roof over the new addition as described, the estimate would be approximately \$73,000. He had stated on Saturday to Mr. Hince and Mr. Clegg that in the event it became desirable later to add a third story to this wing, the roof and its frame work would be salvaged and could be used as a roof to the new part of the building, or the third floor.

If, however, the Bureau wanted an entirely flat topped building the estimate of the cost would be \$65,000. If on the flat topped building it was desired that the construction be of such a type as to permit athletic exercises, there would be an approximately \$3,000 additional cost or \$68,000. The Executive Conference recommended a pitched roof over the dormitory area and a flat roof over the new dining room area reinforced so as to permit physical training at an estimated cost of \$73,000 plus \$3,000 for reinforcing the roof or \$76,000 based on Commander Saunders' estimate.

Commander Saunders then estimated that the air conditioning for the new unit would cost from \$10,000 to \$12,000 which would make the cost of the building and air conditioning \$88,000. This would leave a margin of safety of \$12,000 from which construction work on the range could be made. Commander Saunders has recommended that no contract be let for range construction work until bids are actually received on the building so that it will be known

Memo - Director
Page 3

definitely the amount of money which will be available for range construction. This safeguard was essential because of constantly changing prices in materials and labor.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

SJT:MLG

July 15, 1941

MEMORANDUM FOR THE DIRECTOR

Those present: Messrs. Tolson, Clegg, Foxworth, Ladd, Rosen, Nichols, Drayton and Tracy.

(1) Mr. Tracy brought to the attention of the conference a suggestion made by Mr. Patterson of the Files Division that form letters sent from field offices to the Bureau requesting criminal records not be abstracted and indexed in the Files Division but instead be placed directly in the investigative case file. There are approximately ten such letters received daily.

The Conference unanimously approved the suggestion.

(2) An additional suggestion of Mr. Patterson's was that form letters sent from the Bureau to field offices requesting information as to the status of various investigative cases likewise not be indexed or abstracted but rather be placed directly in the appropriate case file. There are approximately fifty such letters per day.

The Conference unanimously approved the suggestion.

Both the foregoing suggestions will help speed up the work in the Files Section.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5CJL/mjs

ORIGINAL FILED IN

66-2665-712

66-2554

July 15, 1941

MEMORANDUM FOR THE DIRECTORRE: INSPECTION - NATIONAL DEFENSE DIVISION
Custodial Detention Unit

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, C. Tamm, Glavin,
Nichols, Gurnea, Tracy, Foxworth, Carson,
Ladd, Collier and Hince.

The following suggestions made by supervisors were recommended unfavorably by the Inspectors. The Conference unanimously agreed with the Inspectors' recommendations.

1. A suggestion was made that in the case of existing custodial detention cards, any additions to these cards should be prepared in the field. This would require the field offices to prepare supplementary custodial detention cards for filing in the Bureau's files.

2. It was suggested by several supervisors that when a prominent name is being considered for entry into the custodial detention file, the search of the Files Section be discontinued whenever sufficient information has been located to justify the preparation of a custodial detention card. It was pointed out by the Conference that this would be satisfactory inasmuch as the custodial detention card should reflect all of the pertinent information in the Bureau's files.

3. Several supervisors suggested that whenever an incoming investigative report or other communication contains ample information to justify the preparation of a custodial detention card that the present policy of delaying the final preparation of a card until one or two minor items are verified in the field be discontinued. It is the policy at the present time to write the field offices for an investigation to substantiate additional items when there is already sufficient information in the Bureau's files to justify the preparation of a custodial detention card.

Mr. Tolson _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

It was pointed out by the Conference that copies of a card should not be furnished to the department until all allegations have been verified.

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

66-2554-

Memorandum for the Director

-2-

June 30, 1941

4. It was suggested by one supervisor that whenever an investigative report from the field contains sufficient information to justify the preparation of a custodial detention card that no search be made of the Bureau's files in order to save time and effort. The Conference pointed out that the custodial detention cards being furnished to the department as they are should be complete and should contain whatever necessary information is in the Bureau's files.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. H. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

July 14, 1941

DL:GS
Suggestion #8
By Mrs. Eileen G. Silvestro

THE DIRECTOR

H
W
The Executive Conference on July 8, 1941, which was attended by Messrs. Tolson, E. A. Tamm, Glavin, Clegg, Nichols, Tracy, Drayton, Foxworth, Rosen, Hines, Gurnea and Ladd, considered the suggestion of Mrs. Eileen G. Silvestro to the effect that the Applicant fingerprint cards which are not identified no longer be indexed, but merely filed in the fingerprint files.

Recommendation: Unfavorable.

The Conference was of the opinion that there are too many instances where it is necessary to search the Card Index Section for a fingerprint card under a name, and without such index cards, it would be impossible to know the number of a print on a particular individual was in the file.

In the event you approve of the action of the Conference, a letter to Mrs. Silvestro is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
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DATE 7/19/90 BY SP5C110MS

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HHC:VCR

July 14, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Rosen, Hince, Drayton, Ladd, Foxworth and Clegg being present, considered the memorandum prepared in the Training Division concerning FBI NPA graduates.

1. It was unanimously recommended that all graduates of the Academy presently engaged in law enforcement work of the type which makes him eligible to attend the Academy be listed in the Directory of graduates.
2. For those graduates who have left the law enforcement organizations and are presently associated with ONI or MID, all are being listed, as recommended by the Executive Conference and approved by the Director, except two graduates who are presently with the ONI who have requested that their names not be listed in the Directory.

Messrs. Tolson and Ladd recommended that these graduates no longer be listed in the Directory. Messrs. Glavin, Tracy, Rosen, Hince, Drayton, Foxworth and Clegg recommended that the Bureau continue to list these graduates in the Directory unless they specifically request that their names not be recorded.

3. At present, those graduates of the FBI NPA who have left their law enforcement organizations by resignation or by temporary leave of absence which has been granted, in order to enter the Military services, are being listed in the Directory. Messrs. Tolson and Ladd recommended that the Bureau discontinue listing these graduates in the Directory. Messrs. Glavin, Tracy, Rosen, Hince, Drayton, Foxworth and Clegg recommended that the Bureau continue to list them.

4. Until recently, the graduates of the NPA who have severed their connection with the law enforcement organizations they represented during attendance at the Academy and who are now associated with Federal investigating agencies such as the Bureau of Internal Revenue and the Secret Service, were listed in the Directory. Messrs. Tolson, Tracy, Rosen, Hince and Ladd recommended that these individuals no longer be listed in the Directory. Messrs. Glavin, Foxworth, Drayton and Clegg recommended that their names be listed in the Directory.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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DATE 7/19/90 BY SP5C110MS

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5. At present, graduates of the Academy who have severed their connection with law enforcement agencies and have accepted positions with private industrial companies in plant protection work are not listed. Those in favor of continuing this practice were Messrs. Tolson, Tracy, Rosen, Hince and Ladd. Those in favor of listing these graduates in the Directory of graduates were Messrs. Glavin, Drayton, Foxworth and Clegg. Mr. Foxworth suggested, however, that it not be shown in the Directory with what private organizations they were working, but that merely they be listed as graduates having represented the department which designated them.

6. The Conference was unanimous in recommending that those graduates who had been passed upon negatively as undesirable to attend the FBI NPA Retraining School should not be invited to attend the Retraining School.

7. Concerning graduates who are in ONI and MID or with the Military service, Messrs. Tolson, Tracy, Rosen, Hince, Ladd, Drayton and Foxworth recommended that they not be considered eligible to attend the Retraining School of the FBI NPA. Messrs. Glavin and Clegg recommended that they do be invited to attend the NPA Retraining School.

8. Concerning those graduates who are presently associated with other Federal investigating agencies, Mr. Clegg recommended that they, too, be invited to attend the FBI NPA Retraining School. All other members of the Conference recommended that they not be invited to do so.

The opposing views with respect to the above propositions were, on one hand, that the FBI National Police Academy Associates, together with their being listed in the Directory and invited to the Retraining School, should be limited to those officers who are presently actively engaged in law enforcement work with a municipal, county or state police agency. On the other hand, there was a view that the Directory of Graduates should be what it purports to be, a Directory of Graduates of the Academy, just as a list of alumni of a school is made up, and that these alumni should be considered eligible to attend the Retraining School unless they have been found personally obnoxious from a standpoint of character or criminal record and that even though some of these officers may now be working with the Secret Service or Bureau of Internal Revenue or with ONI or MID, it was entirely likely that their loyalty to the FBI was of far greater significance and more intense than their loyalty to their present employment, and the fact that the Bureau had trained them to accept a higher position of responsibility and that they in turn had accepted such higher position should not cause them to be penalized because of this fact.

It was thought well to restate these propositions so that they could be

Exec. Conf. Memo for Director

3.

passed upon in one communication and the Bureau's policy definitely set forth for future guidance.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

cc Mr. Glavin

22392

February 18, 1942

CHC:LL

THE DIRECTOR

RE: CUSTODIAL DETENTION PROGRAM

Pursuant to your request, the procedure outlined in the attached memorandum dated February 6, 1942, to you from Mr. Ladd was discussed at the Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Rosen, Clegg, Tracy, Q. Tamm, Holloman, and Carson being present, and the procedure presently being followed in the National Defense Division, as outlined in the above memorandum, was approved by the conference.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 7/19/96 BY SP5CJH/MS

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NOT RECORDED

ORIGINAL FILE IN 100-2

22391

February 18, 1942

WRG:lrd
COH:mw

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin considered a suggestion submitted by Orville G. Ausen, Clerk in the Sioux Falls Field Division that in the interest of national defense and in furthering the conservation of the Bureau's paper supply, he believes it would be a great savings of paper, carbon paper, and stenographic time if the Bureau would adopt a standard setting of typewriter margins in typing investigative reports when the reports are over one page in length.

There is attached hereto a page showing the increase in typing space suggested by this employee.

The Conference is of the unanimous opinion that this procedure should be followed in the field in the future. Subject to the Director's approval there is attached hereto a bulletin to the field, together with a communication of thanks to the employee.

You will note from the proposed Bulletin that the field also is being informed that the Bureau has ordered a supply of letterheads, size eight by seven inches, which are to be used whenever possible in place of the standard letterhead which is eight by ten and one-half inches in size. In line with the program to conserve paper you will recall that Bureau Bulletin Number 6, First Series, 1942, advised the field concerning the necessity of discontinuing the preparation of additional copies which are not needed, including tickler copies and pointed out that only memoranda which are necessary for purpose of record or information should be prepared and that supplies when requisitioned should be held to a minimum consistent to the needs of the various offices.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Addendum: If the contents of the attached bulletin are approved, they should be consolidated with several other similar suggestions in other bulletins pertaining to the stenographic manual.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

MAR 28 1942

Attachments

22390

July 14, 1941

RGF:ML
Suggestion #13
By F. M. Fudali, Special Agent

THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Tamm, Glavin, Clegg, Tracy, Rosen, Hince, Ladd, Drayton and Foxworth.

THE SUGGESTION: A visible card index file for names of individuals submitted for custodial detention be maintained by each field office, to be set up at the time the names are submitted to the Bureau, and appropriately marked by colored signals to reflect the key individuals and the order in which they merit attention. This system would supplant the present Bureau system of maintaining photostatic copies of the custodial detention cards.

RECOMMENDATION: Unfavorable.

It would be dangerous to list people as being subject to custodial detention based purely upon the field office decision. There should be a thorough search of the Bureau's files and a submission of the information to the Department for its consideration. So far as listing the order in which custodial detention subjects are to be given attention is concerned, this is done by the Department of Justice officials.

Respectfully,
For the Conference

Clyde Tolson

W. R. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

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NOT RECORDED

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5CII/ONS

22389

July 14, 1941

SUGGESTION #19
SA C. B. SHERMAN

THE DIRECTOR

This suggestion, submitted by Special Agent C. B. Sherman, San Diego, California, relates to applicant investigations and suggests that all undeveloped leads with reference to service in the Armed forces be obtained by setting out the lead for the Washington Field Office to obtain this information, inasmuch as the local Corps Areas do not have a central clearing house for such information.

The Executive Conference, at which Messrs. Tolson, Glavin, Drayton, Nichols, Hince, Tracy, Ladd and Rosen were present, recommends that instructions already in existence requiring that such leads be directed to the Washington Field Office be restated. If you approve, there is attached a letter to Special Agent Sherman, advising him his observations have been acted upon.

Respectfully,
For the Conference.

W. R. Glavin
Secretary

Clyde Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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DATE 7/19/90 BY SP5C/10MS

ORIGINAL FILED IN

July 14, 1941

RE:EL

THE DIRECTOR

The Executive Conference, at which Messrs. Tolson, Tamm, Glavin, Clegg, Tracy, Rosen, Hince, Ladd, Drayton and Foxworth were present, considered the attached bulletin to all SAC's in which is set out information submitted to the Attorney General by the Immigration and Naturalization Service showing the distribution by states of the Germans and Italians in this country.

Those in attendance were unanimously in favor of the submission of this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson

W. R. Glavin

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

1 cc with original

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66-2554

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DML:GB

July 14, 1941

Suggestion #23

By Orville N. Thomas

THE DIRECTOR

A

At a meeting of the Executive Conference on July 8, which was attended by Messrs. Tolson, E. A. Tamm, Glavin, Clegg, Nichols, Tracy, Drayton, Foxworth, Rosen, Hince, Gurnea and Ladd, the suggestion of Orville N. Thomas to the effect that "efficiency men" be designated to work in each of the various sections of the Bureau in an effort to make suggestions and "write new rules to be added to the rule book" was considered.

Recommendation: Unfavorable.

The Conference pointed out that this in effect is done presently in connection with inspections and that personnel beyond the Inspection Staff is not available.

In the event you approve of the action of the Conference, a letter to Mr. Thomas is attached hereto.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Enclosure

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RHC:MET

July 14, 1941

THE DIRECTOR

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The Executive Conference, Messrs. Tolson, Rosen, Nichols, Ladd, Glavin, Foxworth, Tracy, Drayton, Carson, E. A. Tamm, and Clegg being present, considered the suggestion of Mr. Hince that there are many graduates of the FBI National Police Academy who are now out of law enforcement, many of whom are engaged in privately operated plants and in other fields of endeavor whose loyalty to the FBI continues uninterruptedly and in view of this fact it is suggested that except if otherwise specifically designated, contacts shall be maintained with the graduates who reside in the various sections of the United States so that their services and information which might be furnished by them and other services which are reasonably expected of confidential informants and sources of information might be utilized.

Mr. E. A. Tamm was opposed to the suggestion feeling that the Bureau should confine its regular contacts with NPA graduates to those actively engaged in law enforcement work. All other members of the conference favored the suggestion.

If approved, there is attached hereto a memorandum to the Training Division instructing that these contacts be maintained in this manner except as specifically indicated due to misconduct or for any reasons which may arise bringing about a lack of confidence in the graduate. There is attached hereto a letter addressed to Mr. Hince, advising him of the action taken regarding his suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C10MS

NOT RECORDED
66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

LEN: FME

July 11, 1941

Suggestion #18

by Mrs. Annette F. Oris

Stenographer, New York City

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Drayton, Ladd, Rosen, and Nichols considered the suggestion of Mrs. Annette F. Oris to the effect that in answering the telephone in the various field offices, the operator answer by merely stating "FBI." Mrs. Oris pointed out that in using the usual phrase "FBI Field Office" on numerous occasions it has been necessary to repeat the phrase as she feels has been occasioned by the length of the answer and the fact that the field office portion of the phrase tends to confuse the caller and leads him to believe he has the wrong number.

RECOMMENDATION: Favorable.

The Conference was unanimously in favor of this suggestion and recommends its adoption both in the field and at the Seat of Government.

If approved, a letter to Mrs. Oris is attached, together with a bulletin to the field and a memorandum to the Communications Section.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

cc - Mr. Glavin

NOT RECORDED

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HEREIN IS UNCLASSIFIED 323,813
DATE 7/11/96 BY SP5CJL/S

ORIGINAL FILED

July 11, 1941

PEF:WGR

THE DIRECTOR

I want to recommend that an additional classification be utilized in the record of the statistical accomplishments of the Bureau.

Recently, we have had a number of foreign nationals who have been deported or ejected from the country because of engaging in activities in violation of the laws of the United States. I have in mind particularly, Tachibana, Manfred Zapp, Guenther Tom, Eugene Buerk and others in the same classification. In addition, all of the German and Italian Consuls and Consular employees have been asked to leave, and the State Department has said that this was requested because of the "Department of Justice" investigation. I think that this is a legitimate accomplishment of the Bureau and should be reflected in our statistical accomplish-

I suggest that the classification be termed, "Foreign nationals ejected as a result of national defense investigations."

Respectfully,

P. E. Foxworth

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C10MS

ORIGINAL FILED IN 100-362-1549

July 10, 1941

LAH:PH

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THE DIRECTOR

Those present at the Executive Conference were Messrs. Tolson, Rosen, Ladd, Drayton, Nichols, Tracy, Glavin and Hince.

Previously the Conference approved constructing at Quantico a small concrete storage space for storing dynamite and similar explosives which are sometimes received by the Bureau's Laboratory. The proposed explosives magazine would be placed into the side of the hill to the rear of the Bureau's rifle range, that is, to the rear of the firing line and a considerable distance from it. The storage building would be 5' x 4' in size. An additional separate concrete enclosure 1'8" by 1'8" would also be provided. The entire storage space would be enclosed in concrete walls and the entrance would be shielded by concrete protected entrance. A perspective view of the entrance and drawings from which the structure can be built are attached.

The technical phases of the construction in connection with the storage of explosives have been considered by Messrs. Ladd, Coffey and Baughman and they have approved the attached drawings.

If approved these will be submitted to the Navy Department for inclusion in the construction work. An exact estimate of the cost is not available but an estimate will be made by the Navy on the basis of the drawings.

It is expected that the cost will be slight inasmuch as the main structure is only 5' by 4' in size.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 53,013
DATE 7/19/90 BY SP5CJL/mms

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-2554-279 N. 100

July 10, 1941

LAH:PH

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,033
DATE 7/19/90 BY SP5C/110ms

Those present at the Executive Conference were Messrs.
Tolson, Rosen, Ladd, Drayton, Nichols, Tracy, Glavin and Hince.

The Conference considered the rough sketches of two separate plans for the lay-out of the addition to our building at Quantico. The Conference had previously approved a floor plan on the theory that our addition could be placed to the rear of the present building. General Little at Quantico and the Major General Quartermaster of the Marine Corps have definitely decided that the Bureau's addition must not be placed to the rear of the present building, but must be placed along side the present structure so as to form one straight line along the main street.

There are two sketches attached, marked Sketch A and Sketch B. Both of them provide for the same accommodations. The accommodations will be a class room for at least fifty men, additional dining room space for at least fifty men, one dormitory on the second floor with showers to accommodate forty-four men and sleeping room space on the first floor for the remainder of the men. In fact, on the first floor at least six more men than called for could be accommodated so that the total capacity of the building would be fifty-six men.

It will be observed that Sketch A does not provide for any passage-way from the present building to the addition. It would be necessary for the men to go out of the present building, down the walk and enter the addition through its street entrance. Sketch A provides for increasing the present dining room and kitchen space and then adding a new wing for the remainder of the space.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

Sketch B provides for making a class room out of the present dining room, a new one story dining room to the rear of the present building, and enlarging the kitchen. Otherwise the same accommodations would be available in Sketch B as in Sketch A. Sketch B would however provide a direct communication corridor from the lobby of the present building through the center of the addition. This corridor would open from the present lobby into the new class room, the new dining room, the kitchen, office and bedrooms on the first floor. The second floor would be identical under any plan proposed.

NOT RECORDED

66-2554-

ORIGINAL FILED IN

66-2554-119

STICE

A detailed description of the accommodations to be provided follows:

1. A one-story addition to the present building containing additional kitchen space and a dining room.
2. A two-story building, 99' x 32' capable of housing and training 50 men.

These buildings shall be of the same style of architecture as the existing building inside (floors, walls, and ceilings, etc.) and out. The design shall be made to allow the possible addition of a third story at some later date.

Suitable air conditioning, heating, lighting, closet space, pipe and duct space and any accessories shall be provided to the same extent proportionately as in the existing building.

All painting including that on plaster walls shall be included in this contract.

The present kitchen shall be extended.

All these things shall be included in one contract, but alternates should be provided by the architects in the specifications such as the omission of sidewalks, paving.

BASEMENT: The basement shall run under both the dining room and the two-story building and shall contain:

1. A combination photostat and photography room about 18' x 15', the long side to be along an outside wall if possible. This room shall have a floor drain, exhaust fan, and baffle entrance.
2. A caretakers' room for four men containing toilet, washbowl, and shower.
3. A corridor in the center of the building under the two-story section of the addition, but not necessarily under the classroom.
4. A remainder may be used to provide a transformer room, an air conditioning equipment room, building maintenance storage room, and any additional space

Memo - Director

- 3 -

necessary in the opinion of the architect. Any space in addition to this may be left for future partitioning.

5. A stairway to the first floor.

FIRST FLOOR: The first floor shall contain:

1. An addition to the present kitchen having a scullery fully equipped with dishwasher, shelves, etc., similar to the existing scullery, a large cupboard approximately 15' X 2', and an additional sink and cook's table.
2. Additional dining room space capable of seating 25 people at one time.
3. Toilet facilities.
4. Office space.
5. Students' bedroom having 6 beds, toilet, washbowl, and shower.
6. Two instructors' bedrooms, having four beds, closet, shower and washbowl each.
7. One large classroom capable of seating 50 students.
8. A hat closet opening into the corridor.
9. A stairway leading up to the second floor and down to the basement.

NOTE: Dining room, office and toilet facilities shall be laid out similar to those in the present building.

SECOND FLOOR: The second floor shall contain:

1. Toilet facilities similar to those on the second floor of the present building and a gang shower larger than the one in the present building.
2. Baggage room, 18' X 8', with 24 inch shelves on each side.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

3. Dormitory with sufficient space for 44 persons with columns on the south side only if possible.

4. A stairway leading up to the roof and down to the first floor.

Memo - Director

- 4 -

The Conference has previously recommended that a flat top roof be placed on the addition so that it would be available for gymnasium purposes. With the addition being placed on the main street, it will not be possible from the architectural standpoint to put a flat roof on the addition. Lieutenant Commander Saunders indicates that a paved area can be placed to the rear of the building economically to provide an outdoor recreational or gymnasium space. This could be done aside from the construction under the contract and payed for out of maintenance funds if necessary.

The Conference recommends that the plan as shown in Sketch B be approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

July 9, 1941

Suggestion No.
By William Ward McCabe
Ident employee

LBN:DW

THE DIRECTOR

A: The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Drayton, E. A. Tamm, Rosen, Hince, Clegg, Foxworth, Ladd, Gurnea and Nichols considered the suggestion of William Ward McCabe to the effect that a radio program sponsored by the FBI Theatre Group be put on over Station WJXI on Sunday afternoon. This program would consist of dramatizations based upon Bureau cases, etc.

The Conference was of the unanimous opinion that such a program would be unwise. A letter is attached.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10MS

WRG:lrd

July 8, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Foxworth, Clegg, Nichols, Drayton, Tracy, and Glavin recommended the approval of the attached proposed form letter to be forwarded to applicants who apply for appointment to positions in the Bureau who are presently employed in the Government service.

It will be noted that the attached formal communication advises that it will be necessary for them to furnish the Bureau with a release before an examination for a position for which they have applied can be given.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/18/96 BY SP5CJL/MS

ORIGINAL FILED IN 66-2160-35

July 8, 1941

PEF:ML

THE DIRECTOR

The National Defense Conference, at which were present Messrs. Tolson, E. A. Tamm, Drayton, Rosen, Clegg, Gurnea and Foxworth, considered the attached suggestion of Mr. Holloman to the effect that the Bureau change its policy with respect to the development of confidential national defense informants so as to utilize those informants of value who have criminal records.

Realizing the possible embarrassment to the Bureau resulting from the use of confidential informants with criminal records without indicating to the persons receiving the information the fact that the informant did have a criminal record, it is recommended that in all cases where the name of an individual is submitted as an informant who has a criminal record, the symbol "CR" precede the symbol number designated for him, in order that it will be immediately apparent that the informant possesses a criminal record. On all information developed from such confidential informants which is referred to other Government agencies, the letter of referral would state that the information came from a confidential informant who had a prior criminal record.

There is attached hereto for your approval a letter to all SAC's outlining the Bureau's policy in this respect.

Respectfully,

E. E. Foxworth

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

114

FOR DIRECTOR

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 7/19/96 BY SP5C10MS

ORIGINAL FILED IN 66-25542-3-5

Executive Conference

DML:CS

July 8, 1941

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C116ms

2m
At a meeting of the Executive Conference on July 5, 1941, attended by Messrs. E. A. Tamm, Clegg, Glavin, Foxworth, Nichols, Rosen, Tracy, Drayton and Ladd, the suggestion letter of Miss Irene Maloney was discussed.

Miss Maloney suggested first that in blocking out fingerprints of those persons having such common names as Smith, Jones, Brown, etc., the full classification be placed on the card instead of merely the blocking out as this would assist Card Index. It was pointed out to the Conference that in those cases where the primary and secondary are not sufficient for Card Index purposes, Card Index presently sends these prints back for the complete classification; that to require the complete class to be put on the prints at the time they are blocked out would slow down the technical men in that they would have to check each fingerprint card for the name appearing thereon before they blocked out the print, whereas, at the present time they pay no attention to the name or any other such data on the card and it is believed that it would be impracticable to change this system inasmuch as it would slow down the work of the technical men.

Second, Miss Maloney suggested that the clerks in the Card Index Section be permitted to destroy duplicate index cards they might find at the time of making a consolidation. It was pointed out that the responsibility of destroying duplicate index cards should not be a general one, but that a consolidation clerk responsible for this work should handle it, as is done at present.

Third, Miss Maloney suggested that only one type of fingerprint cards be used. This would be impracticable in view of the maintenance of a Criminal, Government and Personal Identification File in the Identification Division and would result in a large number of fingerprint cards becoming misfiled in the wrong file, if the fingerprint cards did not reflect which file they belonged in.

The Conference was unanimously opposed to the suggestions of Miss Maloney. In the event you approve of the action of the Conference, I am attaching hereto a letter to her with reference to this matter.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1631-7179

HHC:VCR:MET

July 7, 1941

(1)

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Glavin, Ladd, Nichols, Rosen, Tracy, Drayton, and Clegg being present, considered the recommendation of Special Agent in Charge Hicks that a station wagon be obtained to facilitate and expedite the transportation of Agents for physical examinations and about the Quantico reservation on Crime Scene Searches and for general utility work. Mr. Glavin advises that a station wagon of the type suggested is a small bus with two parallel seats running lengthwise of the body which has a total seating capacity of approximately seven to nine men. The capacity of these station wagons is, therefore, not much greater than that of a regular automobile and, therefore, this suggestion was unanimously disapproved. If the Director agrees, Mr. Hicks is being so advised.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

CH-24

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJ/MS

ORIGINAL FILED IN

66-2760-50-1747

WRG:lrd

July 7, 1941

Suggestion #5

By Homer W. Fielding, Clerk

MEMORANDUM FOR THE DIRECTOR

Those present at the ⁰Executive Conference were Messrs. Tolson, E. A. Tamm, Drayton, Tracy, Clegg, Rosen, Foxworth, and Glavin.

The Conference considered a suggestion submitted by Homer W. Fielding that the positions in the Identification Division classified as Assistant Chiefs and now filled by Agent Supervisors be so reclassified as to permit clerical personnel to be promoted to these positions. He points out that in view of the tremendous burden of investigative work presently carried by the Bureau, it would seem that every possible Special Agent could be used to advantage in the field and inasmuch as the work of the Identification Division does not involve investigative work and in view of the fact that the procedures are generally static, he is of the opinion that clerical personnel with adequate training in Supervisory positions could be promoted to handle the work now done by the seven Special Agents assigned to the Identification Division as Assistant Chiefs.

The Conference is of the opinion that the present policy concerning supervisory positions in the Identification Division should be continued. The Conference points out to the Director that at the present time there are a number of clerical supervisory positions in the Identification Division; however, in the correlating of activities in the Identification Division it is believed essential, especially at the present time, to continue having Special Agent Supervisors who know not only the Identification Division angle of the work but also the field angle of it. There is attached hereto a communication to Mr. Fielding concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/L DMS

Attachment

ORIGINAL FILED IN 66-1631-71571A

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

July 7, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Glavin, Ladd, Nichols, Rosen, Drayton, Tracy and Clegg being present, considered the question of the advisability of accepting a member of the Capitol Police Force to attend the FBI NPA. Sergeant-at-Arms Kenneth Romney has already filed an application for a Capitol Police Officer to attend the NPA. A telephone call from the office of Congressman Burch of Virginia indicated that this Congressman was interested in someone from the Capitol Police Force attending NPA and the Congressman had been furnished an application blank.

Mr. Rosen did not believe that the Capitol Police Force should be considered eligible to attend the NPA since their duties were not those of a regular police force. The remaining members favored the acceptance of a member from this force since their duties included guard duties, patrol duties, the making of arrests and some investigative functions. It was the opinion of the majority, therefore, that this organization in its proper sequence should be considered favorably and that the application should be made by the actual head of the Capitol Police Force and that the officer nominated should be one of the permanent employees of the Capitol Police Force.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C110MS

ORIGINAL FILED IN 1-11

HHC:VCR

July 7, 1941

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Foxworth, Glavin, Ladd, Nichols, Rosen, Drayton, Tracy and Clegg being present, considered the suggestion of Inspector Gurnea that ammunition for firearms training at Quantico be stored in the concrete tunnel on the Bureau's firearms range and that two iron doors, one at either end of the tunnel, be obtained and installed to safeguard this ammunition.

Since there is also an opening into the tunnel from the 100-yard butts as well as from the 200-yard butts, in addition to the opening at the firing line, three iron doors with padlocks would be required and the Executive Conference recommended that these iron doors be obtained and installed. If this is approved, Mr. Gurnea is being advised accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

H. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin.

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110M5

ORIGINAL FILED IN 66-2710-50-775

July 7, 1941

THE DIRECTOR

1. The Executive Conference, Messrs. E. A. Tamm, Foxworth, Glavin, Ladd, Nichols, Rosen, Tracy, Drayton and Clegg being present, considered the suggestion of Special Agent J. C. Kennedy that 1 five-minute speech, 1 ten-minute speech, 1 fifteen-minute lecture and 1 thirty-minute practice teaching period be engaged in by each NPA class member, which would require fifteen minutes additional time to the amount of time now being assigned to each NPA class member for the public appearances. The Conference agreed that this would be a proper allocation of time as recommended whenever there was adequate time on the program for this additional appearance. If approved, the Work Sheets will be amended accordingly and Mr. Kennedy notified.

2. Special Agent Kennedy recommended that firearms instruction work be placed as a Specialized Subject on the list of subjects which might be selected by the Police Academy members during the two days of their specialized studies. The Conference found no objection to this and this will be done in the future, if approved, and Mr. Kennedy notified.

3. Special Agent Kennedy recommended that NPA class members in the future be furnished with the "official police revolver" instead of the "police positive revolver", which is a smaller weapon and one that the Bureau has discarded as far as use by Special Agents is concerned. This discarded "police positive revolver", as stated, is smaller, the grip is not as efficient and the mechanics are not as good and the weapon generally is not as efficient. The Bureau had a number of them on hand, however, most of which had been worn considerably and it was felt that they should be used to a maximum extent and these guns have been issued to the members of the Police Academy in the past. They have now gotten in such condition that it is believed advisable that the police be issued the "official police revolver" while attending the NPA.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Ladd _____
 Mr. Glavin _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Drayton _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

CH-26

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/14/96 BY SP5C16MJS

ORIGINAL FILED TN / -4 - 6

Exec. Conf. Memo for Director

2.

The police in recent classes have noticed that they are issued revolvers different from those issued to Special Agents and Mr. Glavin has expressed the opinion that there are now an adequate number of revolvers of the "official police" type for this purpose. The Conference recommended favorably with reference to this suggestion and, if approved, Mr. Kennedy is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. H. Glavin,
Secretary.

cc Mr. Glavin.

WRG:lrd

July 7, 1941

MEMORANDUM FOR THE DIRECTOR

h
The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Foxworth, Clegg, Nichols, Drayton, Tracy, and Glavin considered a suggestion made by Special Agent Albert C. Bise, Supervisor, presently assigned to the Seat of Government that the Bureau approve his transporting his furniture from Seattle, Washington, to Washington, D. C. at Government expense under our present authorization.

Special Agent Bise points out that Section 12 of the Executive Order concerning the shipment of household goods and personal effects states that such shipments may be allowed within six months of the effective date of the transfer unless an extension is specifically granted by the head of the Department or establishment. Mr. Bise points out that he reported for duty at Washington, D. C. on November 29, 1940, and at the time he left Seattle he had sufficient household furniture to furnish a living room, bedroom, and sufficient dishes and glassware for a dining table of six places. These household effects are stored in Seattle at the present time. He requests that an exception be made in his case so that the Government will defray the transportation of these effects.

The Conference recommends that an exception be made in this case and that in other cases where the transfer has been made and the Agent still has his effects in the office of previous assignment and requests that an exception in his case be made to transport these effects that such exception be made.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

enc with copy

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C/10MS

DML:GS

July 7, 1941

THE DIRECTOR

At a meeting of the Executive Conference on July 5, 1941, attended by Messrs. E. A. Tamm, Clegg, Glavin, Foxworth, Nichols, Rosen, Tracy, Drayton and Ladd, the suggestion that the Chief Clerk's Office enter into a contract for the servicing of the Bureau's sound recorders was considered.

Mr. Glavin pointed out that in view of the confidential nature of this work, it would be possible to obtain a contract without bids.

It was the unanimous opinion of the Conference that such a contract be entered into with the Presto Recording Corporation, the original makers of the equipment.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

103
30

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 7/19/90 BY SP8CJL/DMS

ORIGINAL FILED IN 62-29175-17647

LBR:DF

The Executive Conference consisting of Messrs. Tolson, Glavin, E. A. Tamm, Carson, Foxworth, Drayton, Eadd, Tracy and Nichols considered the matter of installing a direct leased wire from the Bureau switchboard to the New York Office. Mr. Glavin pointed out that from January 1 to May 15, the toll charges covering telephone calls between Washington and New York averaged \$902 a month. It was pointed out that a private line could be installed at a monthly charge of \$832 a month, plus a \$20 installation charge.

The Conference was unanimously in favor of installing a private wire. Should this be approved and the private wire installed, it will operate as a branch off of the Bureau's switchboard and will be connected directly to the switchboard in the New York Office. The connection will be instantaneous and the calls will not go through the Washington operator but will be handled similar to inter-Bureau calls. Should this be approved, instructions will be issued to the Communications Section that in the event the New York line is in use and you or any other official wish to talk to the New York Office on an emergency matter, the operator should cut in on the conversation then going on. This private line of course will give the Bureau 24-hour service to the New York Office and would appear to be highly desirable. A letter is attached from the Telephone Company confirming the monthly charge referred to herein.

Respectfully,
For the Conference

Clyde Tolson, Chairman

F. B. Glavin, Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Drayton _____
 Mr. Quinn Tamm CC
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/1pmS

EST. 1900

66-2554-

Telephone line to N.Y.C.
24 hour service

\$850⁰⁰ a month.
20⁰⁰ Installation

Teletype - \$640.63 per mo.
Machine 50⁰⁰ a mo.
Install 15⁰⁰ per machine

Tele

From Jan to May av. tel bill
to + from N.Y.C. \$902⁰⁰ per mo.

<u>Period Covered</u>	<u>Fall Charges Between</u> wash to <u>nyc</u>	<u>nyc & Wash</u> nyc to <u>Wash</u>	<u>Total</u>
1-16-41 to 2-15-41			873.20
1-26 to 2-25	788.35	384.85	250.25
2-16 to 3-15	72.55	177.70	764.65
2-26 to 3-25	714.30	350.35	235.65
3-16 to 4-15	71.40	164.25	740.90
4-16 to 5-15	332.00	408.90	744.35
Totals	340.10	404.25	
	<u>\$1,718.70</u>	<u>\$1,890.30</u>	<u>\$3,609.00</u>

900
aw

850

FEDERAL BUREAU OF INVESTIGATION

Room 5519

1941

Telephone 113

To: ☐ Mr. Laughlin
☐ Mr. Callahan
☐ Mr. Carroll
☐ Mr. Gauthier
☐ Mr. Halter
☐ Mr. Lee
☐ Mr. Long
☐ Mr. Mackle
☐ Mr. Mohr
☒ Mr. Poster
☐ Mr. Schildecker
☐ Mr. Scott
☐ Mr. Skousen
☒ Mr. Wilcox

Reason
 furnished me known.
 cleared - wire to NY.
 6.9.41

☒ See Me
☐ For Appropriate Action
☐ Phone Me
☐ Note and Return

Lead work

[Signature]

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 7/19/90 BY SP5CJL/MS

W. R. Glavin

DML:am

July 5, 1941

THE DIRECTOR

At a meeting of the Executive Conference on July 3, 1941 attended by Messrs. Tracy, Foxworth, Drayton, Rosen, and Ladd, the attached suggestion from Myron O. Metcalf, an employee of the Identification Division was considered.

Metcalf's suggestion was to the effect that when duplicate applicant fingerprint cards are received, instead of making a jacket and filing in the Assembly files with the other fingerprint cards, that they be filed in a separate fingerprint cabinet without a manila folder, the purpose of his recommendation being to conserve space. It was pointed out to the Conference that this would involve additional work in that it would necessitate duplicate searches for jackets and would involve the maintenance of additional separate files.

The Conference was unanimously opposed to the recommendation of Mr. Metcalf. In the event you approve the recommendation of the Conference, I am attaching hereto a letter to Mr. Metcalf advising him of this action.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5X110MS

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

R. LBN:FME

July 5, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Foxworth, Ladd, Glavin, Tracy, and Nichols considered the matter of indexing some 100,000 names of amateur radio operators which will be furnished to the Bureau by the Federal Communications Commission. They have already sent some 10,000 names. It was the opinion of the conference that these names should be indexed.

With the letter of transmittal of the 10,000 names, Chairman Fly pointed out the names were being submitted with the request that we furnish any suggestions as to the form in which the data from the applications submitted by amateur radio operators should be set up. He pointed out considerable detailed descriptive data by use of a key, a copy of which was furnished the Bureau. It was also thought this should be the subject matter of consideration by the National Defense Division.

Respectfully,
For the conference,

Clyde Tolson, Chairman

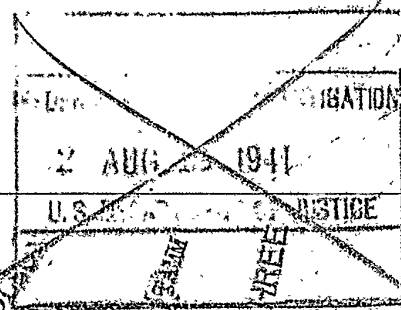
W. R. Glavin, Secretary

CC - Mr. Glavin

Not Recorded

66-2554

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____



HRC:VCR

July 2, 1941

DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Foxworth and Clegg being present, considered the letter addressed to Mr. Coffey by Lieutenant Colonel Coughlan of Edgewood Arsenal, Maryland, pointing out that this particular Corps Area is initiating schools in civilian defense which will be conducted by the Chemical Warfare School at Edgewood Arsenal, Maryland, with eighteen such schools in prospect, each with about fifty students and each school to operate for a period of two weeks beginning June 30th. Mr. Coffey was invited to talk on the subject "Sabotage in Industry?" for approximately 1 1/2 hours at Edgewood Arsenal, Md.

The Executive Conference felt it was inadvisable for the Bureau to participate in this school. This would require or at least provide an opening for participation in eighteen such schools training civilians in this particular Corps Area and then there would be a precedent for having to assist in instructing in civilian defense in all the other Corps Areas proportionately. It was felt, therefore, that they should be advised that the time of the Bureau's personnel was so taken up with emergency and national defense duties it would be impossible to expand its present program along the lines requested. If approved, there is attached a letter to Lt. Col. Coughlan.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110ms

July 2, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Foxworth and Clegg being present, considered the suggestion that was made by clerical employee Leo C. Johnson (Searching Unit of Files Section) that in the future each applicant for admission in the FBI National Police Academy be required to agree that he will accept no position with any other Federal law enforcement agency within a certain period of time without permission of the Bureau. The employee is unhappy about the fact that one of the recent graduates enlisted in the Secret Service and he thought this was undesirable and the suggestion was to prevent a recurrence.

The Executive Conference felt that nothing could be done by the Bureau to prevent any graduate of the NPA from improving his status financially if he could do so honorably and there would be no enforceable pledge which could be obtained and, in fact, it would probably be undesirable at this time. The employee is being advised accordingly, if approved.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman,

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

CH-13

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/96 BY SPSC/LDM/S

ORIGINAL FILED IN 1-4-

HHC:VCR

July 2, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Rosen, Nichols, Tracy, Foxworth and Clegg being present, considered the suggestion of Mr. Gurnea that the Field Offices undertake to develop contacts and sources of information among individuals with specialized business and professional interests, who, in time of war, could be employed as Special Employees on a part-time or, if necessary, a full-time basis, to cooperate with the Bureau and to augment its staff. The plan would be to develop these sources of information in the Field among employees and officials of insurance companies, building managers associations, banks, hotels, credit bureaus, transportation companies and others, and their names could be recorded in the Source of Information file when they are found to be reliable, and willing to assist, and, in the event of war, the Special Agent in Charge could make the recommendation concerning the full or part-time employment of any of those whose names are listed.

It is the recommendation of the Executive Conference that there be no present investigation of these individuals and that the cards made up be placed in the Source of Information file. If this is approved, there is attached hereto a letter addressed to Mr. Gurnea and a Bulletin for approval to be sent to the Field instructing that these efforts be undertaken.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C10MS

John Edgar Hoover
Director

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 11-22-2010

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

June 30, 1941

~~SECRET~~

IAH:BT

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, C. Tamm, Glavin,
Nichols, Curnea, Tracy, Foxworth, Carson,
Ladd, Collier, and Hince.

RE: INSPECTION NATIONAL DEFENSE DIVISION
Custodial Detention Unit.

The Conference considered the facts submitted by the Inspectors (Tracy and Hince) relating to censorship items received from [redacted]. The Inspectors pointed out that we are supposed to be receiving all such items from [redacted] which are of interest to the Bureau, but that we receive identical items from the State, War and Navy Departments, and that these identical items require duplication of effort in handling them.

Mr. E. A. Tamm pointed out to the Conference that the fact of the matter was that we are not receiving all of the material from [redacted]. The Inspectors agreed that in view of this it would be necessary to review all censorship items furnished to the Bureau by the State, War, and Navy Departments even though most of them would be duplication of material already received from [redacted].

The Conference agreed.

Respectfully
For the Conference

(notation) O.K. but I think we should press with [redacted] for arrangement so we will get all from and thus reduce this duplication.

S/H.

cc Mr. Glavin

W. R. Glavin
Secretary

Glyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

7/19/90
Classified by SP5C/abm S
Declassify on: OADR 323,613

CH-22
ORIGINAL - 10
17

~~SECRET~~

LAM:BT

June 30, 1941

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, Q. Tamm, Glavin,
Nichols, Gurnea, Tracy, Foxworth, Carson,
Ladd, Collier, and Hince.

RE: EMPLOYMENT-NATIONAL DEFENSE DIVISION,
Custodial Detention Unit.

Inspectors Tracy and Hince observed that the supervisors assigned to the preparation of custodial detention cards are also required to supervise investigations of internal security matters which might lead to the preparation of a custodial detention card. The Inspectors recommended the consolidation of the function of supervising these investigations into the hands of one supervisor, leaving the main group of supervisors free for the exclusive work of preparing custodial detention cards, the purpose of this recommendation being to expedite the preparation of as many custodial detention cards as possible in the shortest time.

Messrs. Foxworth and Carson were opposed, indicating that it would result in a duplication of work. Messrs. Foxworth and Carson indicated that it is necessary for the person preparing custodial detention cards to completely review all of the reports, that this person is best qualified to write letters to the field initiating investigations, that to have some other supervisor handle the ordering of investigations would require a second reading of the reports.

The Conference agreed with Messrs. Foxworth and Carson.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5CJ/AM/s

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-18

NOT RECORDED

66-2554-

ORIGINAL FILED IN 66-1855-2-203

LAH:BT

June 30, 1941

THE DIRECTOR

RE: INSPECTION - NATIONAL DEFENSE DIVISION,
Custodial Detention Unit.

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, G. Tamm, Glavin,
Nichols, Gurnea, Tracy, Foxworth, Carson,
Ladd, Collier, and Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/19/90 BY SP5CMB/s

The conference considered a suggestion made by Inspectors Tracy and Hince concerning the handling of "search slips" which are the printed forms used by the Custodial Detention Unit for the purpose of requesting files from the Files Section. The Custodial Detention Unit, when it desires a search of the Bureau's file, places at the top of the "search slip" the name of the person in whom they are interested. This name is searched in the Bureau's Files Section, and any file numbers found are entered on the search slip.

In some cases there are hundreds of file numbers and in other cases only a few file numbers. The supervisor in reviewing the files normally finds that a considerable number do not refer to the subject but refer to other persons having the same name. The supervisor prepares the custodial detention cards on the basis of information in the files which he believes to pertain to the subject in question. The search slip is destroyed by most of the supervisors, although some of the supervisors have been in the practice of retaining the search slip for varying periods of time.

Whenever a further study of this same subject is made at a later date, the supervisor sends another search slip to the Files Section, and the Files Section will list on the search slip the same file numbers that were previously listed even though the supervisor has previously determined that some of these files do not pertain to the individual in question but refer to other individuals having the same name.

The Inspectors suggested that the supervisors be permitted to strike out on a search slip the file number pertaining to any individual

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ORIGINAL FILED IN 66-1855-8-87

whom the supervisor definitely determined to be not identical with the subject of the custodial detention matter; and that thereafter in studying this person's files the supervisor could call the main file and upon observing the search slip previously handled and on which certain file numbers were stricken out, the supervisor would not be required to review these files which had already been determined by him or by another supervisor to be not identical. The Inspectors suggested that in order to accomplish this, it would be necessary to file the search slips in the main file of a subject. The Inspectors further suggested that responsibility for striking out a reference on the search slip could be fixed by requiring supervisors to strike through the file number and mark opposite the file number the letters "NI" meaning "Not Identical." It would be satisfactory to have the supervisor place his initials alongside this indication.

Messrs. Foxworth and Carson made no objection, but were of the opinion that the procedure would be ineffective inasmuch as they would prefer to require each supervisor to review all files on each case when a subject is under consideration regardless of whether or not some of the files previously reviewed and being reviewed again had once been determined by a supervisor to refer to a non-identical individual. It was pointed out by Messrs. Foxworth and Carson that a search of the files would have to be made for the purpose of locating any material, and if any additional identifying data were obtained, then it would be necessary to research the files. Messrs. Foxworth and Carson indicated that if the search slips were filed this procedure would serve no purpose whatever and would merely constitute an additional clerical operation in the file room.

The Inspectors agreed that if the search slips were not to be used for the purpose of eliminating unnecessary work that there would be no point in filing them.

The Conference was of the opinion that it would be more desirable to require each supervisor at the time of a current file review to consider all files furnished by the Filed Section even though a supervisor had previously determined that some of the files were not identical with the subject in question. It was pointed out by some members of the conference that a supervisor making a file review should not be permitted to depend on a decision previously made by a previous supervisor.

The Conference with the exception of Inspectors Tracy and Hince disapproved the suggestion that search slips be filed.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

~~SECRET~~

LAH:HD

June 30, 1941

THE DIRECTOR:

Those present at the Executive Conference:
E. A. Tamm, Ladd, Glavin, Nichols,
Carson, Rosen, Hince

The Conference considered the policy to be followed in connection with exhibiting the film, "War and Order," which was furnished the Bureau by the [redacted] with the specific provision that it should be exhibited only to the law enforcement officers of the Bureau and related officers. Requests are being received from time to time for the showing of the film to civilian groups.

The Conference was of the opinion that the restriction placed on showing the film by the [redacted] should be observed. Mr. Tracy was of the opinion the film was not particularly confidential and that there would be no harm in asking the [redacted] for permission to exhibit the film generally. The Conference otherwise was in agreement that the Bureau should simply continue to observe the restriction that the film should be shown only to law enforcement officers.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

NOT RECORDED
~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Classified by SP5C11 DMS
Declassify on OADR 323,013

66-2554-

ORIGINAL FILED IN 66-2554-1619X

LBN:FML

June 28, 1941

The Executive Conference consisting of Messrs. E. A. Tamm, Carson, Hince, Glavin, Tracy, Ladd, Rosen, and Nichols considered the attached report of Messrs. Tracy, Glavin, and Nichols, who were designated at a session of the full Conference last Thursday afternoon, to consider a change in our present telephone setup.

The Conference unanimously recommends that a complete dial system be installed as outlined in the attached memorandum.

Respectfully,

L. B. Nichols

Tolson _____
E. A. Tamm _____
Clegg _____
Foxworth _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Carson _____
Drayton _____
Quinn Tamm _____
Hendon _____
Tracy _____
Gandy _____

NOT RECORDED

66-2564-

CH-23

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5cloms

VRG:lrd

June 28, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Foxworth, Ladd, Quinn Tamm, Hince, Rosen, Nichols, Gurnea, Collier, Tracy, and Glavin considered a suggestion made by Stenographer Alex M. Hurst of the Cleveland Office that the Bureau organize a beneficial association for clerical employees similar to that now had by the Special Agents of the Bureau.

The Conference is opposed to the adoption of this suggestion, pointing out that it is not believed that there should be any extension of the Agents' insurance fund, that this fund was primarily set up to take care of emergency situations of Agents losing their life in line of duty.

There is attached hereto a communication addressed to Mr. Hurst concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5C/LGMS

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554-

QTmac

June 27, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Foxworth, Rosen, Carson, Hince, Gurnea, Tracy and Quinn Tamm being present, considered the appearance of Conakry, French Guinea on the Bureau's International Exchange List.

The Conference was advised that all mail transmitted to this particular contributor during the past several months is returned with the notation by the Postal authorities that it is impossible to deliver mail to Conakry, consequently, it is recommended that this country be dropped from the International Exchange List for the time being.

The Conference was unanimous in this recommendation.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 7/14/60 BY SP5C11Dms

62-8923-11371
ORIGINAL FILED IN

CH-18
66-2554

QT:mac

June 27, 1941

THE DIRECTOR

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O
The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Foxworth, Rosen, Carson, Hince, Gurnea, Tracy and Quinn Tamm being present, considered a problem presented by the Identification Division in connection with the recent Executive Order of fingerprinting Government employees.

The Conference was advised that the various Governmental Departments are forwarding finger impressions of their employees on various types of fingerprint cards and that the receipt of such cards will cause confusion in the Identification Division.

It was suggested and the Conference unanimously recommends that if the fingerprints of Governmental employees are forwarded to the Identification Division on an improper type of form they be returned to the Governmental Agency and an explanation submitted to it as to the Bureau's desire with regard to the fingerprint cards. It is noted that these employees should be fingerprinted on applicant fingerprint forms or Civil Service cards. If they are not the handling of the fingerprints will cause unnecessary work and confusion in the Identification Division.

If you approve, there is attached hereto a memorandum for the Identification Division so instructing it.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. H. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 7/19/90 BY SP5GL/AMS

SJT:MLG

June 27, 1941

MEMORANDUM FOR THE DIRECTOR

Mr. Tracy brought to the attention of the Conference consisting of Messrs. Tamm, Tolson, Foxworth, Carson, Ladd, Rosen, Gurnea, Hince, Q. Tamm, Nichols, Glavin and Tracy, a request of the Alien Control Unit for the title and classification to be given to requests going to the field for the investigation of the sponsors of the political refugees.

It was pointed out to the conference that the Files Section could classify the alien control work in the present classification "40-Passports and Visas" classification, 103. It was further pointed out that the Files Section has ascertained from experience that a separate file on each alien refugee considered.

The Conference was of the opinion that although it will take more clerical work to open separate files on each individual case, that, however, the file room be authorized to use classification "40-Passports and Visas" and in addition open a separate file on each case.

The Files Section has been instructed to proceed using classification 40 pending approval of this memorandum. A memorandum will be prepared instructing the field accordingly.

Respectfully,
For the Conference

Glyde Tolson, Chairman

L. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin
Mr. Patterson

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 7/19/90 BY SP5C11DMS

LEW:JMU

June 27, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Quinn Tamm, Tracy, Rosen, Carson, Hince, Gurnea, and Nichols considered a suggestion advanced by Mr. Nichols to the effect that the clerical work in connection with the accounting courses for employees be handled by the Training Division instead of the Communications Section.

It is pointed out by way of background that the Communications Section commenced handling this when we had only a few operators and prior to the expansion of the Bureau. The operators handled this in their spare time. It now takes the half-time services of one clerical employee, and the Conference was of the unanimous opinion that this was the logical function of the Training Division.

If approved, a memorandum placing these instructions into effect is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Nathan _____
Mr. E. A. Tamm _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin
CH-21

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJL/MS

66-2554

Director

P.
dfs

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

MEMORANDUM FOR THE DIRECTOR

RE: Referral of Cases to
Police Department.

Mr. Gurnea brought to the attention of the Conference that he noted in field offices new agents invariably have little or no knowledge of the present Bureau policy of referring work to local law enforcement agencies and that because of this fact, he included this topic as one covered by him in conferences held in each field office.

Mr. Gurnea suggests that this subject should be discussed in the Training Division in order that new Agents will understand Bureau policy in this regard.

The Conference, consisting of Messrs. Tolson, Ladd, Foxworth, Gurnea, Hince, Q. Tamm, Carson and Tracy, recommended unanimously that Mr. Gurnea confer with the Training Division in order that the proposed instructions will be given to all classes of new agents.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - W. R. Glavin

CH-22

NOT RECORDED

66-2554-?

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5CINDMS

ORIGINAL FILED IN

66-2554-15

The Conference

LAH:VOR

June 26, 1941

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Nichols, E. A. Tamm, Quinn Tamm, Ladd, Gurnea, Tracy, Foxworth, Carson and Hince, approved unanimously a suggestion made by Mr. Espay, Special Agent in Charge of Firearms, that any Special Agent failing to fire a qualifying score during field firearms training be required to attend a further period of training in the weapon in which he failed to qualify and that this second training be given during the same firearms training period.

At the present time, firearms training in the field is given in two sections, with the first half of the Agents attending the first day and the second half the second day. Under the arrangement approved, the Special Agent who failed to qualify in a certain gun on the first day of the training would be required to attend with those Agents designated for the second day. If a Special Agent fails to qualify in a certain gun and he happens to be attending the second period, he will then be required to fire the same course again on the next occasion on which firearms training is given.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 313,613
DATE 7/19/90 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554-

LAH:VCR

June 26, 1941

THE DIRECTOR

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The Executive Conference considered the suggestion of Mr. Edward Weaver, Messenger of the National Defense Division, that a class in Jiu-Jitsu be set up for about twenty-five male members of the Bureau.

The Conference, Messrs. Tolson, Nichols, E. A. Tamm, Quinn Tamm, Ladd, Curnea, Tracy, Foxworth, Carson and Hince being present, disapproved this suggestion on the grounds that if such a course were installed an extremely large group of employees would probably register for it, including female employees, and facilities would not be available to handle them. The Conference also noted that there would probably be considerable injuries suffered by employees in such a course, which would interfere with the efficiency of the personnel.

If approved, a letter to Mr. Weaver has been prepared.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Mr. Gandy _____

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP3C110MS

NOT RECORDED

66-2554

ORIGINAL FILED IN 62-26176-2772

LAH:VGR

June 26, 1941

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nichols, E. A. Tamm, Quinn Tamm, Ladd, Curnea, Tracy, Foxworth, Carson and Hince being present, considered the inquiry of SAC Dalton, Des Moines, as to the manner of filing the 4" x 6" cards now used in the Field in place of Field Register Number 3. The Bureau's instructions have not previously specified the manner of filing these cards and the Conference felt that it would be satisfactory if they are filed by days as they are accumulated. It was pointed out that there is presently available an alphabetical list of Agents showing their activities on particular days in the Daily Report File. Filing the cards by date will not entail any additional clerical work.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman.

W. R. Glavin,
Secretary.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

RECORDED
66-2554-718

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C10MS

ORIGINAL 270.0 66-2554-718

June 23, 1947

877:BT

MEMORANDUM FOR THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, C. Tamm, Glavin,
Nichols, Curnea, Tracy, Foxworth, Carson,
Ladd, Collier and Hince.

RE: INSPECTION - NATIONAL DEFENSE DIVISION
Custodial Retention Unit

The Conference was advised by Inspectors Hince and Tracy that two original typed custodial detention cards are prepared, one set being filed alphabetically and one geographically. A custodial detention card consists of from one card to over 20 some cards. It was pointed out that by typing only one original there would be a considerable saving of typing time.

The Conference unanimously agreed that it would be desirable to eliminate the unnecessary typing of the second custodial detention card and that it would be sufficient to maintain an index card filed geographically by field divisions in lieu thereof.

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

cc: Mr. Glavin

Clegg _____

Foxworth _____

Glavin _____

Ladd _____

Nichols _____

Tracy _____

Carson _____

Tamm _____

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,003
DATE 7/19/96 BY SP5C/MS

ORIGINAL FILED IN 66-2554-18-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100

June 25, 1941

LAH:BT

THE DIRECTOR

Those present at the Executive Conference:
Messrs. Tolson, E. A. Tamm, J. Tamm, Glavin,
Nichols, Gurnea, Tracy, Foxworth, Carson,
Ladd, Collier, and Hince.

RE: QUANTICO ADDITION

The Conference considered the proposed addition to the Bureau's building at Quantico. Some preliminary sketches prepared in the Training Division were considered. Two alternatives with respect to the design of the building seem to exist. The first would extend the present building along the main street, making the building longer but the same width. The second alternative would call for placing the addition to the rear of the present building so that the finished product would be U-shaped with one side of the U representing the present building, the other side of the U representing the addition, and the base of the U being formed by the present kitchen and the proposed extension of the kitchen. These alternatives have been turned over to the Navy Department where Lieutenant Commander E. B. Saunders has ordered the Design Division of the Bureau of Yards and Docks to prepare sketches for submission to the Bureau. Copies of the sketches considered by the Conference are attached.

The Conference agreed that the two-story addition should be so constructed that a third story might be added later if additional funds were available and if a third story were desired at a later time.

The Conference agreed that if it were necessary to drop any of the refinements in construction, air conditioning should be retained if at all possible. There follows a general description of the type of space desired by the Bureau in the proposed addition.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ENCLOSURE BEHIND FILE

NOT RECORDED

66-2554

CH-20, 32

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED IN 100-3763-50-9241X

This building shall consist of:

1. A one-story addition to the present building containing additional kitchen space, and a dining room.
2. A two-story, flat-roofed building, 99' X 32', adjoining the dining room and directly in back of the existing barracks, capable of housing and training 50 men.

These buildings shall be of the same style of architecture as the existing buildings. The entire addition is to cover 4320 square feet.

BASEMENT: The basement shall run under both the dining room and the two-story building, but not under the kitchen, covering about 3800 square feet and shall contain:

1. A storage room under the dining room, having an outside entrance at a point near the kitchen exit.
2. A combination photostat and photography room.
3. A caretakers' room containing toilet, washbowl and shower.
4. A small men's room of the same size as the one in the present basement.
5. A remainder of 2600 feet of available space which may be divided into rooms of various sizes for training, storage, and building service purposes.
6. A stairway to the first floor.

FIRST FLOOR: The first floor shall cover approximately 4100 square feet of area and contain:

1. An addition to the present kitchen of approximately 450 square feet, having a scullery, a large cupboard, and additional sink.
2. A dining room capable of seating 25 people.
3. Toilet facilities.
4. Office space.
5. Students' bedroom containing 6 beds, toilet, washbowl, and shower.

6. Two instructors' bedrooms containing 4 beds, closet, shower, and washbowl each.

7. One large classroom capable of seating 50 students.

8. A hat closet opening into the corridor.

9. A stairway leading up to the second floor and down to the basement.

SECOND FLOOR: The second floor shall cover approximately 3000 square feet of area and contain:

1. Toilet facilities and gang shower.

2. Baggage room.

3. Dormitory with sufficient space for 44 persons.

4. A stairway up to the roof and down to the first floor.

ROOF: The roof shall be flat, tiled and shall cover approximately 3000 square feet of area which will allow sufficient space for:

1. A gymnasium or recreational area.

2. A stairway down to the second floor.

The roof shall be surrounded by a four-foot parapet.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

GENERAL DESCRIPTION OF ADDITION TO
FBI BUILDING, QUANTICO, VIRGINIA.

This building shall consist of:

1. A one-story addition to the present building containing additional kitchen space, and a dining room.

2. A two-story, flat-roofed building, 99' X 32', adjoining the dining room and directly in back of the existing barracks, capable of housing and training 50 men.

These buildings shall be of the same style of architecture as the existing building inside (floors, walls, and ceilings, etc.) and out, with the exception that it shall be flat-roofed and the design shall be made to allow the possible addition of a third story at some later date.

Suitable air conditioning, heating, lighting, closet space, pipe and duct space and any accessories shall be provided to the same extent proportionately as in the existing building.

All painting including that on plaster walls shall be included in this contract.

An exit and stairway shall be provided in the rear of the existing building on the first floor, located approximately as shown on Drawing No. 2 so as to be opposite the entrance to the proposed building. A through-walled passageway need not be provided in the existing recreation room to reach this doorway.

The existing roadway may be moved back the necessary amount to allow the construction of the new building, and also some sodded area and sidewalk on that side of the building.

There shall be a parking space about 30' wide between buildings to be covered with asphalt or some suitable hard surface and which should be provided for drainage. This parking space shall be enclosed by the buildings and a gateway which may be locked at night.

The present kitchen shall be extended by removing the existing end wall and storage room as shown. As in the existing building, there need be no excavation under the kitchen. A loading platform and garbage shed shall be provided outside the kitchen as shown on Drawing No. 3.

All these things shall be included in one contract, but alternates should be provided by the architects in the specifications such as the omission of sidewalks, paving of the parking space, etc.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110m5

BASMENT:

The basement shall run under both the dining room and the two-story building and shall contain:

1. A storage room under the dining room, having an outside entrance at a point near the kitchen exit. It shall be about 280 Square feet in area, and have an entrance leading to the basement which is not meant to be used ordinarily, and will be kept locked.

2. A combination photostat and photography room about 18' X 15', the long side to be along an outside wall if possible. This room shall have a floor drain, exhaust fan, and some type of baffle entrance.

3. A caretaker's room for four men containing toilet, washbowl, and shower.

4. A corridor in the center of the building under the two-story section of the addition, but not necessarily under the classroom.

5. A remainder of approximately 2300 square feet which may be used to provide a transformer room, if necessary; an air conditioning equipment room, building maintenance storage room, and any additional space necessary in the opinion of the architect. Any space in addition to this may be left for future partitioning.

6. A stairway to the first floor.

FIRST FLOOR: The first floor shall contain:

1. An addition to the present kitchen as shown on Drawing No. 3 having a scullery fully equipped with dishwasher, shelves, etc., similar to the existing scullery, a large cupboard approximately 15' X 2', and an additional sink and cook's table.

2. A dining room capable of seating 25 people at one time.

3. Toilet facilities.

4. Office space.

5. Students' bedroom having 6 beds, toilet, washbowl, and shower.

6. Two instructors' bedrooms, having four beds, closet, shower and washbowl each.

7. One large classroom capable of seating 50 students.

8. A hat closet opening into the corridor.

9. A stairway leading up to the second floor and down to the basement.

NOTE: Dining room, office and toilet facilities shall be laid out similar to those in the present building.

SECOND FLOOR: The second floor shall contain:

1. Toilet facilities similar to those on the second floor of the present building and a gang shower larger than the one in the present building.

2. Baggage room, 18' X 8', with 24 inch shelves on each side.

3. Dormitory with sufficient space for 44 persons with columns on the south side only if possible.

4. A stairway leading up to the roof and down to the first floor.

ROOF: The roof shall be flat and tiled (or some suitable smooth finish) so as to allow for drainage and yet to allow a fairly flat area for physical instruction. It shall contain sufficient space for:

1. A gymnasium or recreational area.

2. A stairway leading down to the second floor.

NOTE: The roof shall be surrounded by a parapet or parapet and railing of suitable height.

CT; DSS

June 24, 1941

THE DIRECTOR

2m
N
The full Executives Conference on June 23, 1941 considered the attached memorandum submitted to you by Mr. Sackett on June 16, in which he suggests that the various Agents in Charge attempt to arrange radio interviews with prominent persons in industry, business or government, the radio scripts to be prepared at the Seat of Government and used in line with the suggestion.

All of the members of the conference felt that it might be dangerous to adopt this suggestion; that there is always a possibility that someone politically inclined or someone who desires personal publicity for various reasons throughout the country who might be utilized on such broadcasts to the detriment of the Bureau. It was felt that we would almost have to make an investigation of each person who might be listed to interview one of our Special Agents in Charge. As an example of this, Mr. Sackett suggests that he could arrange radio interviews with such persons as Jack Lait, of the New York Daily Mirror, Roy Howard, publisher of the Scripps-Howard newspaper, but it was felt that interviews with these individuals might serve to alienate listeners who might be unfriendly, for various reasons, to such individuals. All in all, we feel it undesirable to adopt the suggestion.

Respectfully,

For the Conference:

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333p13
DATE 7/19/96 BY SP5C10MS

June 18, 1941

MEMORANDUM FOR THE DIRECTOR

24

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Gurnea, Rosen, Nichols, Carson, Quinn Tamm, Hince, Tracy and Glavin considered a suggestion submitted by Special Agent in Charge McKee of the Washington Field Office that the Washington Field Office be furnished with the names and addresses in Washington and environs of all Bureau employees, with the thought that these individuals can be included in a numerical index; that pins to correspond to their numbers can be prepared and placed geographically on a map of the District of Columbia and that they and their families can be utilized to good service in National Defense, applicant and other types of investigations wherein neighborhood and similar inquiries are in order.

The Conference carefully considered this suggestion and with the exception of Mr. Nichols is against its adoption. The Conference points out that no useful purpose would be served by having such information in the field office; that many of the Bureau employees have homes of a more or less transitory nature and that many would not have any knowledge of neighbors or the neighborhood which would be of any importance to the field office for investigative purposes. Mr. Nichols is of the opinion that it would be well to furnish this information to the field office so that as neighborhood investigation is made Bureau employees could be contacted.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CND/MS

ORIGINAL FILED IN 66-25542-747

June 18, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Gurnea, Rosen, Nichols, Carson, Quinn Tamm, Tracy, and Glavin, considered the report submitted by the space committee concerning the space allocations in the Bureau at the present time.

The committee, composed of Messrs. Nichols, Carson, Rosen, and Glavin, reported that a survey of the space had been made; that in so far as supervisors' rooms were concerned they did not see where any reallocation of such space could be made at this time.

Concerning the clerical personnel, the committee was of the definite opinion that the clerical personnel in the Chief Clerk's Office is very much more crowded than in any other section of the Bureau and that some relief should be given.

It was suggested that two shifts of clerical personnel be initiated in the Investigative and National Defense Divisions. The full conference is of the opinion that considerable difficulty would be experienced, especially in the National Defense Division, at this time when the stenographic and typist force is being used full time on many special assignments which must be handled immediately; that if the present force were to be split into day and night forces, the Investigative Division could not function as efficiently as it does now. It was pointed out to the Conference that at the present time the stenographic and clerical employees in the National Defense and Investigative Divisions work on many occasions long hours of overtime service getting out specials—that by splitting the force we would not be able to secure any additional production. It was further pointed out that this would be just a temporary stopgap and would not in any way solve our problem.

The full Conference recommends that the Chief Clerk's Office place some of its clerical employees in the 5500 and 5700 corridors

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 7/19/90 BY SP5C10ms

ORIGINAL FILED IN

66-2554-111

Memorandum for the Director - 2 -

June 18, 1941

by the windows from the middle Pennsylvania Avenue entrance on the fifth floor to the end of the window space. These hallways, for the Director's information, front at the present time on the Chief Clerk's space and the Investigative Division's space. It was pointed out that at least 20 desks could be placed in each of the hallways.

Should the Director approve this suggestion, immediate steps will be taken to place the employees as suggested.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Addendum: The Conference reconsidered this matter, and in view of the fact that it would not be possible to effectively clear off either of the hallways in question, recommends that no further consideration be given to this suggestion at this time.

WRG

June 18, 1941

MEMORANDUM FOR THE DIRECTOR

⑤
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Foxworth, Ladd, Gurnea, Rosen, Nichols, Carson, Quinn Tamm, Tracy, and Glavin considered the suggestion made by Special Agents in Charge Guinane and Pieper regarding the use of a mimeograph form which is to be filled out by applicants prior to their being interviewed.

It will be recalled that under date of May 24, 1941, the Bureau advised the field that the use of such forms must be discontinued. It has been brought to the attention of the Bureau that certain of the offices were using the forms, having the applicants fill out the forms in full and in that way were eliminating much of the good derived from an interview. It was pointed out to the Conference at this time that the form used by the Birmingham Office is almost identical with the application blank and it does not appear any useful purpose is served by having this form filled out by the applicant.

The Conference is of the opinion that Bureau instructions of May 24, 1941, should be continued and these forms should not be used in the future.

For the Director's approval there are attached hereto letters to the Special Agents in Charge at Birmingham and San Francisco concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-21

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C10MS

66-2160-92

ORIGINAL FILED IN

LAH:BT

June 17, 1941

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, C. Tamm, Nichols, Rosen,
Ladd, Glavin, Tracy, Hendon, Foxworth, and Hince.

The Executive Conference considered the request of Mr. Louis H. Wilson, NPA, formerly Lieutenant of Detectives of the Richmond Police Department and now employed as Captain of the Guard, Hercules Powder Company, Pulaski, Virginia, that he be reinstated in the Directory of Graduates of the FBI National Police Academy.

Wilson has had himself appointed as a special Deputy Sheriff in Pulaski County.

The Conference approved the continued omission of Wilson's name from the Directory of Graduates and approved the existing policy that he not be invited to attend the Annual Retraining School in view of the fact that he is not now actively engaged in local, county, or state law enforcement. Mr. Foxworth was opposed to the majority view stating that he is of the opinion that the Bureau having trained the graduates of the FBI NPA and having recommended them for positions in national defense projects should continue to maintain their cooperation and good will by listing them in the Directory. Mr. Glavin and Mr. Nichols were also opposed.

If approved a letter to Mr. Wilson is attached for transmittal.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554-

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/16/90 BY SP5C/10MS

ORIGINAL FILED IN 1-2335-21

LAH:BT

June 17, 1941

THE DIRECTOR

Those present at the Executive Conference:
Messrs. E. A. Tamm, C. Tamm, Nichols, Rosen,
Ladd, Glavin, Tracy, Hendon, Foxworth, and Hince.

The conference considered the suggestion of Special Agent Leo C. Nulty that a complete tour of the Bureau be added to the in-service training school curriculum. The conference agreed with the suggestion because of the many changes in the Bureau's set-up in Washington during the past few years, and it was recommended that the tour be directed specially at covering the changes. A two-hour period was approved.

If the Director approves, the in-service school curriculum will be changed.

A letter to Mr. Nulty has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/14/96 BY SP5/110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

NOT RECORDED

66-2554

LAH:BT

June 17, 1941

~~SECRET~~

THE DIRECTOR

Those present at the Executive Conference
Messrs. E. A. Tamm, G. Tamm, Nichols, Rosen,
Ladd, Glavin, Tracy, Hendon, Foxworth, and Hince.

The Conference considered the request of Major W. W. Jervey, Signal Corps, United States Army, for two copies of the film, "War and Order." Major Jervey indicated that he desired one copy for the Signal Corps and one for the Chemical Warfare Service.

Mr. Hince informed the conference that this film had been made available to the Bureau under the specific condition that its showing would be restricted to showing by the Bureau.

The conference is of the opinion that clearance should be obtained from the [redacted] before a copy is made available to Major Jervey. It was also recommended by the conference that rather than furnish two copies of the film, one copy be lent to Major Jervey so that he might have copies made for the Army files.

If approved Major Jervey will be so informed.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc Mr. Glavin

CH-22

~~SECRET~~

NOT RECORDED

66-2554

Classified by SP5C111115
Declassify on: OADR 393,013

LAH:BT

June 17, 1941

THE DIRECTOR

Those present at the Executive Conference:

E. A. Tamm, C. Tamm, Nichols, Rosen, Ladd,
Glavin, Tracy, Hendon, Foxworth, and Hince.

The Conference considered the names of speakers for the graduation exercises of the FBI National Police Academy Retraining School October 11, 1941. The Conference recommended the following:

- (1) Vice-President Wallace
- (2) Mr. Edsel Ford

Alternates:

- (1) Mr. William Knudsen
- (2) General George C. Marshall

The names of Daniel Tobin, Wendell Wilkie, and Alfred E. Smith were also considered. Messrs. Nichols, Glavin and Rosen were opposed to inviting Mr. Tobin. Messrs. Nichols and Glavin opposed an invitation to Mr. Wilkie, and Mr. Nichols was opposed to inviting Alfred E. Smith.

If the Director approves the choice of Vice-President Henry A. Wallace and Mr. Edsel Ford, appropriate letters will be prepared, and in the event of any declination the names of alternates will be again considered by the conference prior to the issuance of invitations.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/96 BY SP5/clm/s

cc Mr. Glavin

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Ladd

Mr. Glavin

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

66-2554

EAT:DS

June 17, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference recommends that the present Bureau credential be abandoned and a new credential of the type attached hereto adopted. The specimen attached hereto has of course been prepared on cardboard. If approved, this credential would be prepared on leather, similar to the Secret Service credential attached hereto.

Those present at the session of the Executive Conference approving this bulletin were Messrs. Foxworth, Glavin, Nichols, Ladd, E. Tamm, Tracy, Rosen, Carson, Hince and E. A. Tamm.

Respectfully,
For the Conference

Glyde Tolson
Chairman

E. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Grayson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachments

CH-22

NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP8KIDMS

66-2554

ORIGINAL FILED IN 66-2632-74X3

EF:MAL

June 16, 1941

THE DIRECTOR

RE: EXECUTIVE CONFERENCE

The Executive Conference; Messrs: E.A. Tamm, Quinn Tamm, Nichols, Hince, Glavin, Rosen, Tracy, Hendon, Ladd, Carson and Foxworth being present, considered the suggestion of Mr. Egan to the effect that the Bureau cancel previous instructions issued to the effect that all National Defense cases be placed in cabinets with special locks. Mr. Egan pointed out that this required, in view of the growth of the National Defense matters, a considerable number of specially locked cabinets. Further, that since this order was issued an employee has now been designated to be on duty twenty-four hours a day in each Field Office, for which reason it did not appear necessary that the National Defense files be treated in a different manner from any other case files. It was further pointed out at the Conference that there was just as much confidential information in other files as in the National Defense files. For this reason those in attendance were in favor of the cancellation of the Bureau's previous instructions. There is attached hereto a proposed letter to the Field for your approval.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

CC - Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/90 BY SP2C10M5

June 19, 1941

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/96 BY SP5C/10ms

LDH:DW

THE DIRECTOR

26
The Executive Conference consisting of Messrs.
E. A. Tamm, Quinn Tamm, Foxworth, Hince, Glavin, Rosen,
Tracy, Hendon, Ladd, Carson and Nichols considered the
suggestion that Charles F. Douglas made regarding the es-
tablishment of an Information Desk in the Communications Section.

It was pointed out by Mr. Nichols that with the large
number of Supervisors presently assigned to the Seat of Govern-
ment checking in and out with the Communications Section there
is considerable confusion and it is necessary for the boys on
the switchboard to maintain a file of over 150 cards in order
to keep track of the Supervisors when they check out. It is
further pointed out that there has been some difficulty and
delay in the routing of incoming telegrams and teletypes. It
is also pointed out that the boys on the switchboard frequently
receive calls for a person by name who is not a Supervisor and
whose name is not maintained on the switchboard. As an illus-
tration, a Supervisor will call a stenographer to whom he has
given dictation in order to give her additional instructions.
It is then necessary for the switchboard to check on the branch
number of the stenographer, which causes some delay.

The Conference was unanimously in favor of establishing
an Information Desk in the Communications Section and assigning
thereon an experienced clerical employee from 9:00 a.m. to
midnight. From midnight until 9:00 a.m. this could be handled
by one of the older boys in the Communications Section. The
duties of the Information Clerk would be as follows:

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

1. To keep records on the movement of Supervisors and
officials at the Seat of Government when they check out, and
to convey messages which ordinarily are left at the switchboard
for them.

2. To handle all inquiries within the Bureau in regard
to branch numbers, room numbers, etc. Thus if a Supervisor or
an official wants to talk to a clerk or a stenographer over the
telephone, they could merely ask for information, or if they

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ORIGINAL FILED IN 66-2554

ask for the clerk or stenographer by name, the telephone operators would merely transfer the call to the Information Clerk who would secure the branch number and flash the operator. It would be necessary for the Information Clerk to maintain a list of employees at the Seat of Government with their names, telephone branch numbers, room numbers, etc.

3. To keep the panels on the switchboard up to date.

4. To handle and file the third copy of incoming wires and to handle inquiries on incoming messages. All teletypes as they are received should be placed on the Information Clerk's desk and routed as follows: The original would be routed to the Director's Office, the duplicate copy would be routed to the Assistant Director in charge of the Division primarily interested in the contents of the wire and the third copy to be filed in the Communications Section. In the event the wire pertains to the movement of personnel at the Seat of Government, such as the postponement of a trial, it would be the duty of the Information Clerk to call the individual involved or the Division Head on the telephone and convey the contents of the message to them and then send the message to the appropriate Division by special messenger.

5. To assist if possible in the coding and decoding of messages.

6. To assist the Supervisor with any routine work and any special assignments that he might wish to give him.

It is not believed that the duties of the Information Clerk would conflict in any way with the Movement Clerk in the Chief Clerk's Office. On the other hand, there would be close cooperation between the two and it is felt that we could give much better service with the establishment of such a desk. As soon as this is set up, Mr. Glavin will endeavor to secure a Grade 3 classification for this job.

If approved, a communication is attached to all employees at the Seat of Government, together with a letter to Mr. Douglas thanking him for his suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

CC - Mr. Glavin

W. R. Glavin, Secretary

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RCH:MWC

June 13, 1941

Mr. Tolson ☒
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Foxworth ☐
Mr. Glavin ☐
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Rosen ☐
Mr. Carson ☐
Mr. Dwyer ☐
Mr. Quinn Tamm ☒
Mr. Hendon ☐
Mr. Coffey ☐
Mr. Harbo ☐
Tele. Room ☐
Tour Room ☐
Mr. Nease ☐
Mr. Tracy ☐
Miss Beahm ☐
Miss Gandy ☐

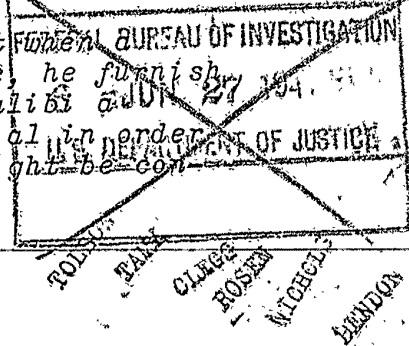
MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Glavin, Nichols, Hince, Rosen, Hendon, Foxworth, Carson and Ladd considered the recommendations received from the Field with reference to suggested changes in judicial procedure in criminal cases.

It will be recalled that Judge Holtzoff is Chairman of a Departmental Advisory Committee upon this question and that Mr. Clegg was appointed to represent the Bureau on the Committee.

The Conference felt that Mr. Clegg could appropriately suggest to the Committee that the following changes in procedure might be considered:

1. A rule making it mandatory that a defendant who appears before a United States Commissioner on a preliminary hearing and pleads guilty be bound over to the Grand Jury and not be held for a final hearing as is the case before many Commissioners at the present time.
2. The adoption of a rule validating a warrant which has been returned "non est" by the United States Marshal obviating the necessity for obtaining an alias warrant.
3. The adoption of a rule to require that when a defendant relies upon an alibi defense, he furnish to the Government a statement of his alibi a reasonable time before the date of trial in order that an investigation of such alibi might be conducted prior to trial.



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Mr. Rosen dissented with reference to this recommendation upon the basis that the United States Attorney can presently plead surprise and obtain a necessary delay in the case an alibi defense is offered which provides a necessary period in which to conduct a necessary investigation. In this regard, it was pointed out that a Bill was introduced by Mr. Sumners in the House on January 9, 1939, and by Mr. Ashurst in the Senate on January 4, 1939, to provide that the defendant who desires to offer alibi evidence should serve notice thereof in writing with the Clerk of the Court at the time of arraignment or within ten days thereafter, including specific information as to the place to which the defendant claims to have been at the alleged offense. These Bills were referred to the Committee on the Judiciary and no further action was taken.

4. The adoption of procedure to provide that duly issued warrants shall run with concurrent force and jurisdiction in all Federal Judicial Districts in the United States.

It was brought out that the study of this question might go beyond the problems of the Departmental Committee but that the results to be gained by such procedure would be very worthwhile. It is pointed out that as far back as 1917, Attorney General T. W. Gregory was recommending a statute which would provide a Federal warrant to run to any part of the United States after indictment when the judge to whose court an indictment was returned considered the testimony introduced before the Grand Jury and entered an order making the warrant of arrest run to all parts of the United States, with privilege to the defendant to give bail, however. Mr. Nichols was opposed to recording this suggestion upon the basis that it was a too radical departure from present procedure.

Respectfully,

✓
Clyde Tolson, Chairman

W. R. Glavin, Secretary

RCH:MWC

June 13, 1941

THE DIRECTOR

2m

Mr. Clegg is a member of the Section of Criminal Law of the American Bar Association and was requested by Mr. John R. Snively, Chairman of the Section, to review and offer any suggestions concerning the State Police Act offered in February, 1935, as a model by the Public Administration Service.

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Tracy, Glavin, Nichols, Hince, Rosen, Hendon, Foxworth, Carson and Ladd was of the opinion that Mr. Snively should be answered by Mr. Clegg over his own signature and that the attached letter should go forward.

It was felt that the Bureau should not be placed in the position of sponsoring this Act although there is nothing particularly objectionable concerning it with the exception of the provision in Section Seven relative to the State Police forces actively sponsoring local police training.

The Conference felt that it would not be appropriate for the Bureau or Mr. Clegg at this time to comment unfavorably upon this Section.

Respectfully,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Attachment

CH-22

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED IN 94-1

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June 3, 1941

THE DIRECTOR

At a meeting of the Executive Conference on June 3, 1941, which was attended by Messrs. Tolson, Foxworth, Glavin, Rosen, Tracy, Drayton, Carson, Quinn Tamm and Ladd, the attached program for the registration and reception of Associates at the National Police Academy Retraining Course on October 6, 1941 was discussed.

The Conference unanimously approved this report.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

H. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/10MS

DML:GSE

June 2, 1941

THE DIRECTOR

At a meeting of the Executive Conference on May 29, 1941, which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Foxworth, Drayton, Rosen, Carson, Quinn Tamm and Ladd, the request of Arthur W. Thalacker, Inspector of Police at Mobile, Alabama and an NFA graduate, for information as to how to make the incendiary pencils and for information with reference to the types of chemicals used for demonstration purposes in connection with sabotage lectures was considered.

It was the recommendation of the Laboratory that this information not be furnished to Mr. Thalacker, it being believed that the Bureau should retain this information for its own purposes and also because it was felt that inexperienced persons might easily cause damage to themselves or others through the use of such chemicals, if they were not chemists.

It was suggested by Mr. E. A. Tamm that Mr. Thalacker's letter be answered by informing him that this information could not be furnished inasmuch as the military authorities had requested that this information not be given out.

Respectfully,
For the Conference.

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-22

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/96 BY SP5C/10m5

ORIGINAL FILED IN 62-42633-55

June 2, 1941

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Carson, Quinn Tamm, Tracy, Ladd, Drayton, Rosen, Foxworth and Glavin considered the following matters pertaining to the Washington Field Office:

1. When the Washington Field Office was set up, it was contemplated that it would handle its own mail. According to Mr. Nichols, Mr. McKee has informed him that it would require the services of one clerk to handle their outgoing mail. It was pointed out to the Conference that at the present time a special messenger goes to the Washington Field Office at six and ten o'clock each evening, picking up any mail which is available and returning it to the Mail Room where it is then sent out. It was further pointed out that it requires the half-time services of one employee to handle the mail from the Washington Field Office.

Messrs. Foxworth, Drayton, Carson, and Tracy recommend that the Bureau Mail Room continue to handle mail for the Washington Field Office. The other members of the Conference see no reason why the Washington Field Office cannot handle its mail and recommend against having such mail handled by our Mail Room here.

2. At the present time a messenger from the Bureau picks up the trash from the Washington Field Office each evening, returning it to the Bureau where it is disposed of in the incinerator. Mr. Nichols advised the Conference that the trash consists of newspapers, cartons and the like, filling the truck. Inasmuch as it is believed unnecessary to burn this material in the incinerator, the Conference approved the suggestion that the Washington Field Office dispose of this trash. This would exclude, of course, torn papers and the like that are disposed of in the waste paper baskets. This paper would be picked up by a Bureau employee and burned at the Department of Justice in the incinerator. This paper cannot be burned by the Washington Field Office in their present quarters inasmuch as they do not have an incinerator and no papers could be burned in the oil burner used by them.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

Should the Director approve the majority view in this matter, an appropriate communication will go forward to the Special Agent in Charge of the Washington Field Office.

NOT RECORDED

Respectfully,
FOR THE CONFERENCEALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 7/19/90 BY SP2/10MSClyde Tolson
ChairmanW. R. Glavin
Secretary

66-2554

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DML:CS

June 2, 1941

THE DIRECTOR

At a meeting of the Executive Conference on May 29, 1941, which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Foxworth, Drayton, Rosen, Carson, Quinn Tamm and Ladd, the request of Arthur W. Thalacker, Inspector of Police at Mobile, Alabama and an NFI graduate, for information as to how to make the incendiary pencils and for information with reference to the types of chemicals used for demonstration purposes in connection with sabotage lectures was considered.

It was the recommendation of the Laboratory that this information not be furnished to Mr. Thalacker, it being believed that the Bureau should retain this information for its own purposes and also because it was felt that inexperienced persons might easily cause damage to themselves or others through the use of such chemicals, if they were not chemists.

It was suggested by Mr. E. A. Tamm that Mr. Thalacker's letter be answered by informing him that this information could not be furnished inasmuch as the military authorities had requested that this information not be given out.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C/110MS

May 29, 1941

THE DIRECTOR

Ln
 The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg being present, recommended that with the next vacancy in the next session of the NPA, the application of the Duluth, Minnesota, Police Department be considered favorably, and placed ahead of all other present alternates. The Chief of Police has resigned to accept employment with a private concern, but he arranged it that the other NPA graduate in his department became Chief and he needs an assistant trained in the NPA.

Respectfully,
 For the Conference

Clyde Tolson
 Chairman

W. R. Glavin
 Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

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ALL INFORMATION CONTAINED
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 DATE 7/19/90 BY SP5C110MS

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May 29, 1941

THE DIRECTOR

(B) *PS*
The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg being present, considered the suggestion of Special Agent N. O. Scott that the cards which are being used to sign out of field offices have recorded on them the prospective interviews for the day with the time to be inserted at the close of the day.

The Conference unanimously opposed this suggestion since the making of the daily report form, which is what Mr. Scott sought to eliminate by this suggestion, can be made out much more easily than the system suggested by him. Mr. Scott is being informed of this fact if approved.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc-Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393013
DATE 7/11/90 BY SP5C/DM5

ORIGINAL FILED IN 66-2554-94

May 29, 1941

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THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg being present, considered the memorandum prepared by Mr. Muzzey which listed the graduates of the National Police Academy who are not in the armed forces who will not be invited to attend the In-Service School. There are fourteen of these and they are not being furnished invitations in accordance with the previously established policy. There are eight NPA graduates no longer in law enforcement work but employed elsewhere and invitations to attend the Retraining School will not be extended to them. Invitations will not be extended to the following:

Opie C. Cross, Detective, Police Department, Gary, Indiana. When Mr. Cornelius helped reorganise that department, Cross, because he was losing some of his personal prestige opposed the recommendations of Cornelius and is reported to have openly knocked the Bureau.

Captain Chester L. Mullins, Birmingham, Alabama, Police Department. He refused to conduct a training school in his department after graduation unless given more salary.

Sergeant Floyd E. Robertson, Police Department, Tuscaloosa, Alabama. Property was misappropriated in his department and he was found to have misappropriated it.

T. D. Harbour, Police Department, Meridian, Mississippi.

Mr. Tolson _____ He has been uncooperative in his own department as far as teaching is concerned. His attitude is sour.

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Foxworth _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Carson _____

Mr. Quinn-Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

Everett E. Judkins, Deputy Sheriff, Epping, New Hampshire.

He allegedly impersonated a Special Agent of the FBI.

Allen A. Poindexter, Jr., Detective-Lieutenant, Police Department, Montgomery, Alabama. He was drunk at the last NPA Reunion and was guilty of misconduct.

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NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/15/90 BY SPSC/OM/S

ORIGINAL FILED IN 94-1644-7012

Memo - Director
Page 2

Sergeant Michael Shea, Police Department, Erie, Pennsylvania. He was involved in an altercation with a prostitute and was suspended for this affair as well as for his excessive drinking.

Lieutenant James O. Barker, Police Department, Miami, Florida. Barker is suspected of accepting graft from confidence men and to have tipped them off on an FBI case.

Sergeant Frank M. Bemus, Police Department, Denver, Colorado. He was suspended for fifteen days for appropriating packages intended for the needy and he is frequently drunk.

It was agreed that the following should be invited:

Lieutenant Fred G. Philby, Louisville, Kentucky, Police Department. Philby had an undesirable attitude toward his own department, but he seems to be getting along better now, having been promoted from Sergeant to Lieutenant.

Detective Howard R. Ingram, Police Department, Wilmington, Delaware. Although Kavanaugh states that Ingram is griping within his own department, he is alleged to have associated improperly with women other than his wife, and to have charged the DuPont Company for fingerprinting employees. The charges as to his associations with women were not substantiated and there appears to have been no criminal violation or violation of the rules or conduct in the fingerprinting matter. It was a conflict between Ingram and Kavanaugh. He attends many of the graduation exercises.

Captain Fred J. Manning, Miami, Police Department, Miami, Florida. He has complained about his superiors and is lazy, but his superiors probably need complaining about.

Captain John D. Dennison, Police Department, Omaha, Nebraska. He objected very greatly during the training school and afterwards when fingerprints were being taught to others than fingerprint experts. This was his idea about it. He has attended subsequent Reunions without being invited. No present reason was known for not inviting him.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

John Edgar Hoover

Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

May 29, 1941

HHC:MRT

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Tracy, Carson, Drayton, Foxworth, Q. Tamm, Ladd, and Clegg being present, recommended favorably on the suggestion of SAC Espy that Special Agent Jephtha S. Rogers be recorded as qualified, as shown by his proficiency, to serve as a regular Bureau firearms instructor. This was approved by the Conference.

Mr. Espy made the suggestion that Rogers be assigned to the Washington Field Office and that he serve as a regular firearms instructor to replace Special Agent G. W. Carlson.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

NOT RECORDED

CH-26

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110ms

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NRG:ATW

May 27, 1941

THE DIRECTOR

④
The Conference consisting of Messrs. Tolson, Glegg, Foxworth, Ladd, E. A. Tamm, Tracy, Rosen, Nichols, Carson, Quinn Tamm and Glavin considered a suggestion made by Mr. Glavin that the Bureau have an independent space survey of its own space to definitely determine whether the space assignments are properly made at this time. It is pointed out that a survey of this type would eliminate ^{any} equality of space assignments between divisions and recommendations could also be made as to day and night forces to be established.

Mr. Tolson appointed a committee of Messrs. Nichols, Carson, Rosen and Glavin to survey the space assignments at the seat of government and to submit a report promptly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Executive Conf

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Foxworth	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Carson	_____
Mr. Quinn Tamm	_____
Mr. Hendon	_____
Mr. Tracy	_____
Mr. Gandy	_____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/19/90 BY SP5C10MS

May 19, 1941

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Drayton, Carson, Tracy, Nichols, and Glavin, considered a memorandum concerning the desirability of opening a field office at Norfolk, Virginia.

It was pointed out to the Conference that at the present time there are two judicial districts in Virginia, the Western District reflected on the attached map, in the Western portion of the State, and the Eastern District, which includes Alexandria, Richmond, Norfolk, and Newport News. In the Western District at the present time, there are 535 cases (389 Agents cases and 146 police cases). In the Eastern District, including Norfolk and Newport News, there are 1,188 cases (798 Agents cases and 390 police cases).

The contemplated new field division in the Virginia territory would take into consideration the Norfolk and Newport News Divisions. These divisions are shown on the attached map colored in blue. They would have a total of 551 cases (333 Agents cases and 218 police cases). There would then remain in the Eastern Judicial District covering the Richmond and Alexandria Divisions 637 cases (465 Agents cases and 172 police cases).

The Conference was of the unanimous opinion that steps should be taken to open an office at Norfolk to cover the Norfolk and Newport News territory. At the present time, with reference to court officials, the following officials would be available in the new Norfolk Division:

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

District Judge, residing at Norfolk
Clerk of Court
2 Assistant U. S. Attorneys
U. S. Marshal
U. S. Probation Officer.

The territory to be covered is small and no transportation problem would be involved.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 7/17/90 BY SP5C/UMS

ORIGINAL FILED IN 66-57832-356

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May 19, 1941

With reference to the possibility of leaving the office at Richmond or moving it to Roanoke, the Conference was of the opinion that the office should remain at Richmond, due to the following facts:

Richmond would be the largest city in the district, 182,929 persons. Roanoke has a population of only 69,206 persons. SAC Hennrich reports that six Agents assigned to the Richmond Office are handling the entire Western Judicial District at the present time, three stationed at Roanoke, Virginia, and three in the remainder of the territory. There are fifteen Agents working in the Richmond and Alexandria Divisions of the Eastern District. The greater part of the work would be in the Eastern District and not in the Western District. There are 637 cases pending in the Eastern District without the northern division being considered, and a total of 535 cases in the Western District.

Mr. Hennrich points out that there are five major military reservations in the vicinity of Richmond and one additional reservation is presently under construction. There is only one point of vital interest in the Western Division at Radford, Virginia, where the Hercules Powder Company is located. One of the Resident Agents assigned to Roanoke handles the investigative work there at the present time.

Richmond is the capital of the State and is the city in which State officials are located. Court officials as follows are located at Richmond:

- District Judge
- Clerk of the Circuit Court of Appeals
- Deputy U. S. District Court Clerk
- U. S. Attorney
- 1 Assistant U. S. Attorney
- Deputy U. S. Marshal
- U. S. Probation Officer

The court officials for the Western District of Virginia are located as follows:

- At Roanoke - U. S. Attorney
- U. S. Marshal
- U. S. Probation Officer
- At Harrisonburg - Clerk of Court.

Court is held at Harrisonburg, Big Stone Gap, Abingdon, Charlottesville, and Roanoke for the Western Judicial District.

The Conference suggests that Mr. Ladd be instructed to proceed to Norfolk for the purpose of examining the space which Mr. Hennrich

Memorandum for the Director

- 3 -

May 19, 1941

states is available so that early steps can be taken looking toward the opening of the office at Norfolk.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

May 19, 1941

LBH:DW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Quinn Tamm, Drayton, Carson, Glavin, Ladd, Tracy and Nichols considered the desirability of sending a letter to all banking institutions regarding Bert E. Solem, who has a long criminal record and has been very active in various sections of the country in connection with small swindles.

The Conference was of the opinion that a memorandum should be released to the press together with photographs, and that a letter should go forward to banking institutions.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. D. Glavin
Secretary

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CH-21

NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 7/19/90 BY SP5C/18m5

ORIGINAL FILED IN 66-126-91

May 19, 1941

LEN:DW

THE DIRECTOR

(D) 0
The Executive Conference consisting of Messrs. Tamm, Quinn Tamm, Drayton, Carson, Glavin, Ladd, Tracy and Nichols considered the suggestion of Wade Alley with reference to the mailing of "The Investigator." Mr. Alley points out that it takes the services of at least ten employees between five and six hours to sort the copies by office with the names of the employees stamped thereon. He further pointed out that the printing of the names of employees on "The Investigator" required between five and six hours in the Mechanical Section. He advised that this work was all done on a voluntary overtime basis and the sorting is done by the Movement Section of the Chief Clerk's Office. Mr. Alley suggested that the names not be put on "The Investigator" but that an appropriate number be sent to the Field Divisions and the various Bureau Divisions with instructions that they be given only to members of the Recreation Association.

The Conference felt that the system now in use personalized the distribution of the copies and furthermore the practice suggested by Mr. Alley would merely transfer the same amount of work that was being done in his office to clerks in the various Field Divisions and at the Seat of Government. However, various members of the Conference pointed out that employees assigned to their sections would be very glad to be of assistance in this project. The Conference was unanimously in favor of disapproving Mr. Alley's suggestion. A letter is attached.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Foxworth

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Carson

Mr. Drayton

Mr. Quinn Tamm

Mr. Hendon

Mr. Tracy

Miss Gandy

NOTE: I was not present at the Executives' Conference consideration of this suggestion. I think Mr. Alley's suggestion is excellent. We can save a tremendous amount of work by merely sending to the field offices the same number of Investigators as the number of employees who are members of the FBI Recreation Association and let the field offices distribute the copies to the personnel entitled to them.

Respectfully,

For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/19/90 BY SP5C/10MS

Clyde Tolson, Chairman

Mr. Glavin, Secretary

Clyde Tolson

66-2554- ✓

62-26176-27

HHC:ND

April 26, 1941

MEMORANDUM FOR THE DIRECTOR

A The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Q. Tamm, Ladd, Tracy, Drayton, Carson, Rosen and Clegg being present, considered the suggestion of stenographer, Kermit S. Midthun, that there be placed in the Manual of Rules and Regulations when next it is reprinted instructions specifically that no communication may be used as a "reference" in an investigative report unless the Bureau has a copy of such communication.

The conference agreed that this was a good suggestion to be included in the next manual change and in a current bulletin.

The stenographer is being informed of this action.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. H. GLAVIN
Secretary

1 Encl. filed with [unclear] A
CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn-Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 833,013
DATE 7/19/96 BY SP5C/10ms

ORIGINAL FILED IN 66-1934-1154

HHC:HD

April 26, 1941

MEMORANDUM FOR THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, Glavin, Nichols, Foxworth, Q. Tamm, Ladd, [redacted] present, considered the [redacted] as follows:

- 1 - That a series of lectures be prepared to enlighten all Colombian Law Students who are studying to enter the foreign service as to various intelligence operations.
- 2 - That a series of lectures be prepared to show exactly how intelligence investigations are to be conducted.
- 3 - That a series of lectures be prepared which would be suitable for intelligence officers to deliver to natives of Colombia in schools, churches and clubs in order to awaken interest in this type of subject matter.

The Executive Conference unanimously recommended unfavorably feeling that this was not the Bureau's function and further feeling that there should be reserved for the Bureau its stock trade secrets and methods.

If this is approved, Mr. Drayton will arrange for [redacted] and be advised accordingly.

Respectfully,
For the Conference

CLYDE TOLSON
Chairman

W. R. GLAVIN
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

CC - Mr. Glavin

CH-13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/14/90 BY SP5/clm/s

NOT RECORDED

66-2554-

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

April 18, 1941

WRG:apg

Mr. Tolson	✓
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Foxworth	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Carson	
Mr. Quinn Tamm	
Mr. Hendon	
Mr. Tracy	
Miss Gandy	

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Drayton, Nichols, Quinn Tamm, Carson, Clegg, Ladd, Rosen, Tracy, and Glavin considered a communication received from Inspector Gurnea under date of April 14, 1941 concerning the reallocation of territory between the San Antonio and Houston Field Offices.

The Director will recall a communication having been received recently from the San Antonio Field Office suggesting Brownsville and Laredo Divisions of the Southern Judicial District of Texas be transferred from the Houston Field Office to the San Antonio Field Office in view of the fact that the majority of the work originating in those divisions can be more readily handled through the San Antonio Office.

For the Director's information, the following facts are quoted:

U. S. Attorney's Office

There is an Assistant U. S. Attorney at Brownsville. There is no permanent Assistant U. S. Attorney at Laredo. The Assistant U. S. Attorney at Brownsville handles all work originating in the Brownsville and Laredo divisions. Court is held both at Laredo and Brownsville. Grand Juries are held both at Laredo and Brownsville. The U. S. Attorney for the Southern Judicial District, of which Brownsville and Laredo divisions are all part, is located at Houston, Texas.

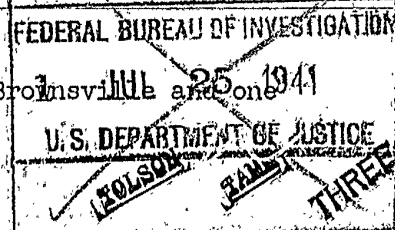
Pending Cases

There are 67 cases and 31 leads in other cases pending in the Brownsville territory. There are 34 cases and 25 leads pending in the Laredo territory. A total of approximately 101 cases and 56 leads would be transferred to the San Antonio Office from the Houston Office, if Brownsville and Laredo territories were transferred to the jurisdiction of the San Antonio Office.

ENCLOSURE

Resident Agents

There is a Resident Agent stationed at Brownsville and one



April 18, 1941.

Resident Agent stationed at Laredo, both working out of the Houston Field Division.

Reasons Given for Suggesting Transfer Back to
San Antonio Office

Inspector Gurnea reports:

The main railroad line extends between Mexico City and San Antonio via Monterrey, Mexico, and Laredo, Texas. The main highway, known as the Pan American Highway, follows approximately the same route.

The Pan American Airline route in Mexico begins at Brownsville. Connections are made at this point with the Braniff Airlines and the Eastern Airlines companies. Only the Braniff Airlines operate between Brownsville and San Antonio. Both companies operate between Brownsville and Houston.

The headquarters of the Immigration and Naturalization Service covering Brownsville and Laredo are located in San Antonio.

Inspector Gurnea further reports that the nature of the work on the Mexican Border differs considerably from that on the Gulf. The Border work consists largely of Mexican matters and persons suspected of being foreign agents who are traveling between the United States and Mexico. The Gulf work consists materially of Communist and other subversive activities in the Maritime Industry. Mr. Gurnea believes it would be beneficial, from a supervisory viewpoint, to divide the territory in a manner that will enable one office to handle as much of the Border work as possible and the other office to handle the Gulf work exclusively. He reports that should the recommended reallocation be approved the entire Texas Border would be under the jurisdiction of only two offices; that is, San Antonio and El Paso, instead of three as at present, and that all of the Gulf work would be under the jurisdiction of the Houston Office.

Inspector Gurnea further reports that San Antonio is the clearing house for Mexican matters which necessitates correspondence between Houston and San Antonio, in view of the fact that Laredo and Brownsville are presently within the territory of the Houston Field Division; that the major portion of this correspondence would be eliminated if Laredo and Brownsville were transferred to San Antonio. He points out that this will be particularly true in the event the Bureau eventually places full-time Agents at all ports of entry on the Mexican Border. It appears

April 18, 1941.

that Mr. Gurnea has in mind here that the Immigration and Naturalization Service is stationed at San Antonio and correspondence must clear through San Antonio to that service.

It is pointed out further by Inspector Gurnea that the United States Customs Service, with which the Bureau has considerable contact, is located in the City of Houston and covers Brownsville and Laredo from that city.

Inspector Gurnea recommends that the Laredo and Brownsville Divisions of the Southern Judicial District of Texas be transferred from the Houston Field Office to the San Antonio Field Office.

The Executive Conference with the exception of Mr. Tolson recommends against any change at the present time. Mr. Tolson recommends that the Laredo and Brownsville Divisions of the Southern Judicial District of Texas be returned to the jurisdiction of the San Antonio Field Office.

*No reasons are given
for not making the
change. But the reasons
set forth in its favor
are quite compelling.*

Respectfully,
For the Conference,

✓
Clyde Tolson,
Chairman

W. F. Glavin
W. F. Glavin,
Secretary.

HHC:YCR

April 12, 1941

MEMORANDUM FOR THE DIRECTOR

2m
The Executive Conference, Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Drayton and Clegg being present, considered the Bureau's instructions to Firearms instructors dated July 28, 1939. In these instructions, it is pointed out that in firing the Practical Pistol Course, it was required that only an instructor accompany each shooter and an instructor is required to accompany each shooter as he fires the Practical Pistol Course. It was learned that these instructions were not being followed for the reason that there are frequently two classes on the firearms ranges with a maximum of four instructors for each class of forty men. The class is usually organized so that while sixteen students are firing the Practical Pistol Course, twenty-four are firing the rifle courses. This divides the instructors, as well as the class and, in order to complete the training, it is necessary to fire four Practical Pistol Courses simultaneously, although but two instructors are present coaching the Practical Pistol Course. Mr. Espey advised that this permitted one instructor to walk between two of the shooters and to keep an eye on both of them and to coach them, but it was impossible to comply with the previously issued instructions of one instructor accompanying each shooter.

The Conference unanimously recommended that both at Quantico and in the Field, it would be entirely agreeable for one qualified instructor to coach two Agents who are firing the Practical Pistol Course.

If this is approved, instructions will be issued accordingly.

Respectfully,
For the Conference

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary.

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 7/19/90 BY SP5C110mS

ORIGINAL FILED IN 1-29-41

MHC:VCR

April 10, 1941

MEMORANDUM FOR THE DIRECTOR

dm
The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Foxworth, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson and Drayton, and Mr. Hince being present, unanimously approved the recommendation of Special Agent in Charge Espey that the regular firearms training for In-Service Schools be reduced from five days to four days. Experience with the two previous classes of In-Service Schools has shown that, with the Bureau utilizing its own range uninterruptedly, there is adequate time to give the full course of training in four days instead of five.

It is recommended, however, that the In-Service School remain at Quantico for five days and that one of these days be given over to Crime Scene Searches and investigations on hypothetical sabotage situations. There has been accumulated some airplane parts, some motor parts and other materials so that outdoor searches and examinations of a very practical type can be arranged and a very practical and profitable phase of training can be included during this one day and, thus, the class will not be required to remain in Washington beyond the regular two weeks' period.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc Mr. Glavin

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5C110MS

ORIGINAL FILED

WRC:1rd

March 10, 1941

MEMORANDUM FOR THE DIRECTOR

It was brought to the attention of the Executive Conference, those in attendance being Messrs. Tolson, Clegg, Ladd, Rosen, Tracy, Nichols, Foxworth, Drayton, and Glavin, that as of February 10, 1941, we had an amount of \$17,430.89 in the Special Agents' insurance fund. It was pointed out to the members of the Conference that our deposits in the two banks, the City Bank and the Washington Loan and Trust Company, exceed the \$5,000 maximum and the suggestion was made that some of these funds be utilized for the purpose of Government bonds.

The Conference is of the opinion that this procedure should not be established but that separate bank accounts be opened in additional banks so that our deposit in any one account will not exceed \$5,000. As the fund grows, of course, these accounts will become more numerous.

If the Director approves, appropriate arrangements will be made to withdraw all money in excess of \$5,000 from each of our accounts and to establish accounts in different banks in the city.

Respectfully submitted
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED:

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 7/19/90 BY SP5C10MS

ORIGINAL FILED IN

JOHN EDGAR HOOVER
DIRECTOR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:lrd

March 10, 1941

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Nathan.....
Mr. Ladd.....
Mr. Glavin.....
Mr. Nichols.....
Mr. Hendon.....
Mr. Rosen.....
Mr. Tracy.....
Miss Gandy.....
Patterson.....

Mr. Tracy brought to the attention of the Conference attended by Messrs. Tolson, Clegg, Ladd, Foxworth, Rosen, Tracy, Nichols, and Glavin the suggestion that Bureau employees' administrative files be unrecorded, the only exception being that serial one would be recorded in order to have the proper index cards prepared and that thereafter none of the serials in the file would be recorded. Mr. Tracy pointed out to the Conference that the type of material contained in an administrative file includes copies of movements of Agents, annual leave and sick leave correspondence, compensation commission forms, and the like. He further points out that all important personnel serials are, of course, filed in the personnel file proper. Mr. Tracy is of the opinion that this will result in a considerable savings of time and it is felt that the savings in the preparation of abstracts in the field and at the Seat of Government and the time saved in handling same in the Files Section justifies the approval of this suggestion.

The Conference with the exception of Mr. Glavin vote unanimously in favor of this suggestion. Mr. Glavin is of the opinion that certain material in the administrative files should by all means be recorded, indexed, and serialized so that this information will be available to the Administrative Division. Mr. Glavin points out that at times it is necessary to call the administrative files of Bureau employees for the purpose of checking leave, compensation matters, accidents, and inventories. He is of the opinion that material relating to the above-mentioned items should be recorded, indexed, and serialized. He points out that from time to time as the files are called it is necessary that they be up to date because in some instances information relating to the above matters which might be in the Bureau would be missed if they were not properly recorded and indexed. Mr. Glavin is of the firm opinion that if this information is valuable enough to file it should be properly recorded, abstracted, and serialized.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. F. Glavin
Secretary

FEDERAL BUREAU OF INVESTIGATION	
2 MAR 27 1941	
U. S. DEPARTMENT OF JUSTICE	
MAILED	FILED

March 3, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Glavin, Rosen, Carson, Tracy, Quinn Tamm, Ladd, Nichols and Clegg being present, considered the suggestion of Special Agent (A) J. L. Kirkland, as submitted by the New York office, that there be prepared motion picture training films demonstrating the methods of handling various firearms used by the Bureau. The suggestion was that the films could be made by the Bureau with Bureau equipment, could be taken both in normal speed and in slow motion and, if the suggestion was considered unfavorably, he felt that a special single test film could be prepared showing a demonstration of the Practical Pistol Course which would be submitted to Bureau firearms instructors for criticism and comment.

Mr. Quinn Tamm, Mr. Tracy, Mr. Ladd and Mr. Nichols recommended unfavorably, feeling that regardless of the adequacy of the film, an actual physical demonstration by an instructor was necessary for firearms instruction purposes.

Messrs. Glavin, Rosen, Carson and Clegg were of the opinion that as soon as funds were available for such purpose, a proper film be prepared which would save many hours of lecture work, would supplement and augment the personal instruction given by firearms instructors, and at the same time be a valuable addition for public relations purposes with police and for the purpose of showing the various techniques in slow motion in a better manner than the instructor could do so. It was recommended by this latter group that such a film be prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/19/90 BY SP5CJL/MS

Mr. Tolson _____
Mr. Clegg _____
Mr. E. A. Tamm _____
Mr. Foxworth _____
Mr. Nathan _____
Mr. Ladd _____
Mr. Egan _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Hendon _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

cc-Mr. Glavin

66-2554

ORIGINAL FILED IN 15-1

August 5, 1941

PEF:ML

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, C. Tamm, Nichols, Rosen, Carson, Clegg, Ladd and Foxworth, considered the attached bulletin to the field pertaining to investigations requested by the President's Committee on War Relief Agencies of irregular or fraudulent practices on the part of foreign relief organizations.

Those in attendance were unanimously in favor of forwarding this bulletin to the field.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment
cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 7/14/86 BY SP5CJL/m5

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

NOT RECORDED

INDEXED

66-2554-173

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED ^{323,013}
DATE 7/19/90 BY SP5C110MS

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66-2554-1936
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1-3094-X158
X156

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FBI File Number 66-HQ-2554, Section 15

LAH:MS

January 27, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Q. Tamm, Tracy, Ladd, Nichols, E. A. Tamm, Rosen, Holloman and Clegg being present, considered the program for the first aid training of FBI employees generally at the Seat of Government. It was unanimously recommended by the Conference that the Standard American Red Cross First Aid Course of twenty hours be made available to employees on a voluntary basis. It was thought that this would provide a sufficient number of employees trained in first aid so as to handle properly any situations which may arise. The training would be given after office hours.

The Conference recommended that the classes be held three times each week at the following hours:

For the Day Forces:	3:30 P.M. to 5:00 P.M.
For the Night Forces:	2:00 P.M. to 3:30 P.M.
For the Midnight Forces:	7:30 A.M. to 9:00 A.M.

An option permitting the taking of the course on Sundays has been provided.

RECOMMENDATION: The Conference recommended that the first aid training be inaugurated immediately on a voluntary basis. A memorandum for all employees requesting applications to take the course has been prepared for approval and is attached.

Respectfully,
For the Conference

RECOMMENDED
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 3/3/90 BY SP5C11DMS

8 FEB 17 1942
cc Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 62-31084-15

RECORDED	66-2554-1942
Clyde Tolson	FEDERAL BUREAU OF INVESTIGATION
Chairman	FEB 17 1942
W. R. Glavin	U. S. DEPT. OF JUSTICE
Secretary	INITIALS ONLY

DML:WGR

January 27, 1942

THE DIRECTOR

At a meeting of the Executive Conference on January 24, 1942, attended by Mr. Tolson, Mr. E. A. Tamm, Mr. Nichols, Mr. Clegg, Mr. Glavin, Mr. Rosen, Mr. Q. Tamm, Mr. Carson, Mr. Holloman, Mr. Tracy and Mr. Ladd, the question was raised with reference to the manner of filing memoranda and correspondence dealing with technical surveillances. It was pointed out that for some time all of this material was maintained in the possession of the supervisor handling this work, that in recent weeks, however, considerable material has gotten into the Bureau file.

The Executive Conference was unanimously in favor of putting this material in the general Bureau file and removing it from the office of the supervisor. It was believed that inasmuch as authorization has been obtained for each technical surveillance placed that it is entirely proper that this material now go in the Bureau file.

In the event you approve of the action of the conference in this regard, appropriate arrangements will be made to have all of the material presently in the possession of the supervisor sent to the files section, appropriately indexed and filed.

Respectfully submitted,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1944

FEDERAL BUREAU OF INVESTIGATION

FEB 13 1942

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5CJ/LMS

53 FEB 23 1942

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2554-1944

cc. Mr. Tamm
Mr. Ladd
Mr. Glavin

FCH:LM

February 19, 1942

THE DIRECTOR

On February 17, 1942 the Executive Conference, consisting of Messrs. Tolson, Tamm, Glavin, Tracy, Quinn Tamm, Nichols, Rosen, Carson, Hendon, Hince, Ladd and Holloman, considered the advisability of purchasing with SIS funds thirty Corona Zephyr portable typewriters for use by SIS agents in Latin America.

It was pointed out that the Corona Zephyr portable typewriter is about one-half the size of a regular Bureau portable typewriter and about one-half as heavy. It is approximately 14" square and 3" thick. It was also pointed out that this small typewriter which has been found to function very satisfactorily could be easily transported by plane or boat by the agents going to Latin America for special assignment.

It was suggested that the thirty typewriters be secured in several different colors and that discretion be used in allowing the agents to carry the typewriters so that no undue suspicion would be aroused by having several agents going to the same city having the same type of typewriter. It is believed that by properly assigning these typewriters to agents that they will not identify our agents as representatives of the Bureau. These typewriters cost approximately \$32.00 each. It was pointed out that the agents in Latin America are now forced to rent typewriters, which rental ranges in price from \$4.00 to \$8.00 per month. The purchase of typewriters in Latin America is most difficult and the prices are two to three times higher than in the United States due to the scarcity of typewriters in Latin America and the duties placed on such imports.

The Executive Conference was unanimously of the opinion that the typewriters should be purchased.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

RECORDED

66-2554-1744
FEDERAL BUREAU OF INVESTIGATION
AUG 1 1944
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 64-4104-163

RETURN DIRECTLY TO SIS DIVISION

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

February 11, 1942

33979

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Connelley and Holloman, considered the advisability of the Bureau standing the traveling expenses of Agents who are in Latin America and are forced to return to the United States because of some emergency. The particular case in presentation was that of Special Agent R.H. Dreher, who is assigned to the Dominican Republic in an under-cover capacity. It was necessary for him to return to the United States because of his father's death.

The Executive Conference was of the unanimous opinion that the Bureau should pay the transportation expenses of such agents and that these Agents, before returning to their assignments, report to the Bureau in Washington at which time a conference can be had with them concerning their work, the Agent to submit complete reports and intelligence information that he had received, and that a conference be had with the agent concerning any difficulties or problems that he might have in connection with his work. The Executive Conference is also of the opinion that the Bureau would thus receive a definite benefit of the return of the Agent to the United States, which would justify the defraying of traveling expenses to the United States in case of such emergency.

Respectfully,
For the Conference.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

66-2554-1944 X1
FEDERAL BUREAU OF INVESTIGATION
AUG 1 1944
U. S. DEPARTMENT OF JUSTICE

8/3/90
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/8/83 BY SP5 RJG/BWY
228,287

ORIGINAL COPY FILED IN 66-4104

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QT:mas

January 26, 1942

27048

THE DIRECTOR

0
The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, was advised that at the present time the Identification Division prepares two monthly statistical reports; one report is a purely factual statement of the accomplishments of the Identification Division during the month and the second report submitted is the comparison of the records of the Identification Division as compared with the same figures of the previous year.

RECOMMENDATION

The Conference feels that one monthly report of this type is sufficient and recommends that the regular monthly tabulation be maintained and that the memorandum prepared by the Identification Division Supervisor on a comparative basis be discontinued.

If you approve the Conference's recommendation appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

NOT RECORDED

FEB 13 1942

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C/10ms

ORIGINAL FILED IN 66-1634-1

QT:rac

January 26, 1942

27047

THE DIRECTOR

A
①
The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, was advised that the Recording Section of the Identification Division maintains records of copies of prints received from such organizations as the Junior Chamber of Commerce, school children or any other large group, purely for personal identification purposes. These records were maintained for release purposes.

RECOMMENDATION

It is believed they now can be discontinued and the Conference so recommends.

If you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/3/90 BY SP5CJL/MS

66-1131- 7558
ORIGINAL FILED IN

QT:mac

January 26, 1942

270:48

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, considered the fact that in the Identification Division certain types of fingerprint cards are searched in all three files, namely, the Criminal File, the Government File and the Personal Identification File.

RECOMMENDATION

It was recommended by officials of the Identification Division and concurred in by the Conference that in the future fingerprint cards requiring searches in the Identification Division will only be searched against the Criminal File.

This should increase slightly the production of the Identification Division and will apply to Civil Service prints, fingerprint cards of Pearl Harbor and cards submitted by Division Five.

If you concur, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Glyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5ellans

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NOT RECORDED

ORIGINAL FILED IN 66-1631-171

FEB 19 1942

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HHC:BG

January 26, 1942

27045

THE DIRECTOR

A
O
The Executive Conference recommends that the next session of the FBI National Police Academy begin on April 20, 1942, and that the school last for a period of 14 weeks and to include 3 weeks of traffic instruction.

Those present were Messrs. Tolson, E.A. Tamm, Ladd, Tracy, Q. Tamm, Nichols, Glavin, Rosen and Clegg.

If the above is approved, there is attached hereto a letter to the Special Agents in Charge informing them that first consideration will be given to those departments and representatives who were selected to attend the session of the Academy originally scheduled to begin on January 12, 1942, and requesting them to advise the Bureau by teletype if the departments previously selected and the officers previously selected will be available to attend the next session of the Academy beginning April 20, 1942.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

66-2554-
NOT RECORDED

6 FEB 13 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C/10MS

ORIGINAL FILED IN 1-4-

January 27, 1942

HHC:PH

270-12

THE DIRECTOR

A
The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Tracy, E. A. Tamm, Ladd, Holloman, Nichols, Rosen and Clegg, considered the attached copy of a memorandum dated January 5, 1942, signed by Wendell Herge, Chairman, Departmental Committee on Criminal Procedure, in which he lists the recommendations which were planned for submission by the Departmental Committee on Rules of Criminal Procedure.

No recommendation was desired on the part of any of the members of the Executive Conference. The attached is therefore made a matter of record.

Respectfully,
For the Conference,

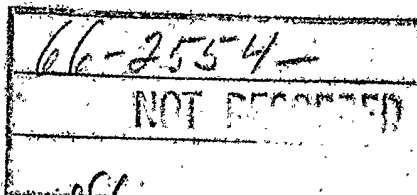
Clyde Tolson, Chairman

W. R. Glavin, Secretary

1 Encl. filed
with orig.
HHC

CC: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



10 FEB 1 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C110ms

January 27, 1942

HHC:PH

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Tracy, E. A. Tamm, Ladd, Holloman, Nichols, Rosen and Clegg, considered the suggestion of Special Agent in Charge Fletcher that the Bureau, in order to relieve the volume of assignments, request the cooperation of Chiefs of Police in assigning auxiliary police under their supervision to handle a large volume of matters which could be referred to police departments.

The Executive Conference recommended unfavorably on this suggestion, it being felt that the auxiliary police would in many instances not be investigated by the local police department, that their identities and worthiness for this official work would be unknown, and therefore it would be unwise for the Bureau to suggest that this type of action be taken. The Conference recommended unfavorably unanimously. If this is approved, Special Agent in Charge Fletcher is being informed accordingly.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/3/90 BY SP5C110MS

FEB 21 1942

66-2554
NOT RECORDED

January 27, 1942

HHCH

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Tracy, E. A. Tamm, Ladd, Holloman, Nichols, Rosen and Clegg, considered the complaints made by the Special Agents in Charge during the regional Special Agents in Charge Conferences, as follows:

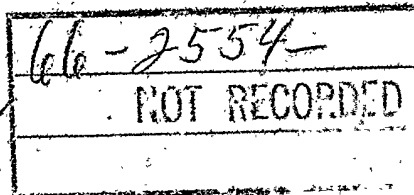
1. With reference to the inadequacy of supervisory personnel and that there was an increase of 500% in the number of agents and even a larger increase in the number of pending cases and but 100% in supervisory personnel, the following members of the conference felt that a letter should be sent to the Special Agents in Charge in the field, pointing out that the Bureau was endeavoring to give wise consideration to the problems of the individual Agents in Charge; that supervisory personnel had been assigned to the best of the ability of the Bureau, based upon the needs of each particular office and the needs of the Bureau as a whole, and that in the event any Agent in Charge found that the supervisory personnel in his office was inadequate, he should so notify the Bureau with facts supporting any recommendation which he cared to make and that the Bureau would consider this recommendation and supporting facts and the problems of the Bureau throughout the country to the best interests of the Bureau as a whole.

Messrs. Tracy, Quinn Tamm, E. A. Tamm, Rosen, Ladd and Holloman recommended that individual letters be written to the Special Agents in Charge along this line.

Messrs. Clegg and Nichols recommended that the letter be a regular Special Agent in Charge printed letter.

Messrs. Tolson and Glavin were opposed to any such letter being submitted, in view of the relatively high percentage of supervisory personnel already employed at the seat of government and in the field; in view of the fact that the Special Agents in Charge had all been told many times and this information was again repeated by Mr. Clegg at the Conference, that at any time they had supporting facts to make any recommendation along administrative lines, including an increase in supervisory personnel, they should communicate with the Bureau.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



25 FEB 1 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-6200-30

27040

2. Concerning the allegation of lack of coordination in Washington and the allegation that no one supervisory official in Washington knew of the total amount and extent of the pressure on any one field office, the conference unanimously recommended that no action be taken, since the Agents in Charge have time and again been informed that the Bureau has no alternative but to pass the pressure and the requests made of the Bureau to the field, and it becomes a matter of individual exercise of judgment by the Special Agents in Charge as to how to distribute this work in order to do the best he could to meet the requirements.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRS:jh

January 27, 1942

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C1/OMS

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Holloman, Hince, Carson, and Glavin considered the use of the electrically operated typewriters which now can be purchased by government departments.

It was pointed out to the Conference that tests have been made of this machine with the following results:

1. The electromatic machine produces work with a more uniform and cleancut appearance than the manual typewriter; clearer carbons are obtainable; production is increased; and there is a greater degree of accuracy.

2. It was pointed out that in the Applicant Correspondence Section of the Personnel Division due to the short letters being written, there was no appreciable savings in using the machine.

3. In the Budget Section of Division Three due to the great number of copies which must be made the electric typewriter can be used very efficiently and a typist can turn out a third more typed material when using the electric machine.

4. This machine was used in the Director's Office by Miss Beahn. Comment was made that in view of the noise made by the machine it was necessary to remove the typewriter from the Director's Office. Another of the operators also made the comment that in addition to being noisy the machine produced some heat.

5. It was tried in the Mechanical Section of the Administrative Division and found to be excellent for making stencils.

6. One of the stenographers in the Louisville Field Office who has had previous experience with the machine advised the Bureau that from prior experience the average output of a stenographer using the electromatic typewriter would be increased approximately ten pages per day over the output of an individual using the manual typewriter.

It was pointed out to the Conference that the use of this machine is less tiring on the operator; there is no effort in manipulating the keys.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

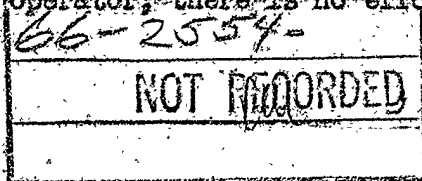
Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy



FEB 18 1942

U. S. DEPARTMENT OF JUSTICE

IN 66-3679-1

27038

it returns itself; and as high as thirty carbon copies can be made. Ten copies is about the maximum on a manual typewriter.

The electric machine costs about \$225.00 as compared with \$70.00, the price of the standard machine; however, the life of the machine is five years as compared with three years.

Computations prepared by the International Business Machines, which organization sells the machine, points out there is considerable savings annually when considering the life of the machine and the increased production as compared with the manual machines.

Recommendation: The Conference believes there are certain sections of the Bureau where these machines can be used at the present time. It was pointed out that the Budget Section has ordered two such machines for the preparation of Budget data. The Conference further recommends that machines be secured for the following offices:

1. One machine.....Mr. E. A. Tamm's Office
2. Two machines.....National Defense Section
3. Two machines.....Mechanical Section
4. Two machines.....New York Office
5. Two machines.....Washington Field Office

Should the Director approve the Conference recommendation, the appropriate orders will be immediately placed and the New York Field Division and the Washington Field Office will be advised as to the purchase of these machines and reports requested from those offices after a trial period.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

January 21, 1942

27-26

HHC:PH

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Tracy, E. A. Tamm, Ladd, Holloman, Nichols, Rosen and Clegg, considered the suggestion of Special Agent H. P. Settle, that copies of U. S. Code Annotated be furnished to each field office. At present the three volumes of title 18 of this Code are in the library of each field office, and it was felt that beyond this, there was an inadequate and infrequent need to such an extent as to justify the large expenditure which this would require and Special Agent Settle be so advised if the Director approves.

Respectfully,
For the Conference,

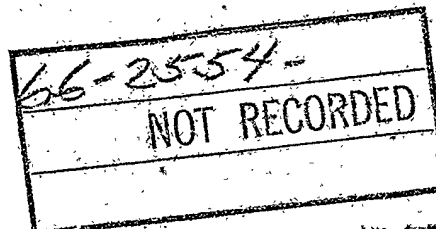
Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9 FEB 14 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/90 BY SP5C/10m5

ORIGINAL FILED IN 62-36061-

January 27, 1942

27035

HHC:PH

THE DIRECTOR

A1
The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Tracy, E. A. Tamm, Ladd, Holloman, Nichols, Rosen and Clegg, considered a suggestion of Special Agent in Charge Fletcher that there be an increase in the clerical employees who would be charged with indexing of all incoming and outgoing material in field offices.

The rule has recently been promulgated that the responsibility for determining what should and should not be indexed was one which should not rest on the clerks but on the Special Agents and Special Agents in Charge. The conference felt that the Bureau's position was the proper one; that this was not a clerical function; that only the Agent or the Agent in Charge or supervisor handling an investigation, was in a position to exercise the required degree of judgment in determining the selectivity of items for indexing. It was felt, therefore, that Mr. Fletcher's recommendation should be considered unfavorably.

If this is approved, there is attached hereto a letter to Special Agent in Charge Fletcher accordingly.

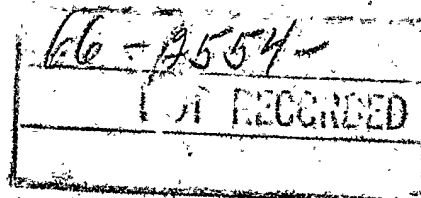
Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

101
FEB 14 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/96 BY SP5CJ/oms

ORIGINAL FILED IN 66-2554-25

WRG:jh

January 27, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Holloman, Hince, Carson, and Glavin had brought to its attention by Mr. Glavin the desirability at the present time of eliminating the maximum age limit from our clerical positions' qualifications.

It was pointed out to the Conference that at the present time a great many Special Agents in Charge feel if an individual who is thirty-six to forty years of age is referred for interview and examination they are over the age limit and should not be considered.

Mr. Glavin was of the opinion we should hold the minimum age limit at eighteen years; that the maximum age limit should be based upon the merits of the applicant. It is, of course, understood that many applicants will be of an undesirable age. The Conference is of the opinion that we would be subject to criticism at the present time if we maintain the thirty-five years old age limit for routine clerical appointments.

Should the Director approve, appropriate notification will go forward to the Field and our statement of qualifications will be appropriately corrected.

The statement as used at the present time is attached hereto. The only change would be in the second paragraph thereof - "Age and Physical Requirements":

"Applicants for appointment to the various clerical positions in the Bureau must have attained the age of eighteen years. Male applicants must be capable of performing arduous physical exertion. Female applicants must be capable of performing moderate physical exertion. Visual acuity must be good and corrected to normal if glasses are worn."

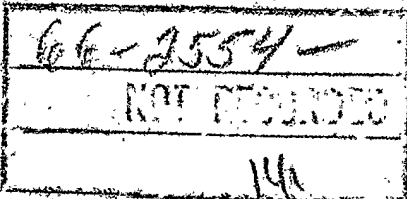
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN

323,013
8/3/90 SPSC:10ms

NRG:jh

January 27, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Holloman, Hince, Carson, and Glavin considered a suggestion submitted by Yates F. Smith, an employee of the Technical Section, that the Bureau create a Sub-Agent Grade for the period of National Emergency.

This employee stated such a grade would be filled from the male clerical force who lack the law, accounting, or degree required for a Special Agent; that after the Emergency these men would go back to their present position. They would receive the training that the Special Agents receive but their duties would be to relieve the Special Agents of as much routine as possible to leave the Agents free to cope with the cases that require their additional knowledge. He further pointed out that after the Emergency the men who were Sub-Agents would create a well-trained reserve to draw on if suddenly needed.

The Conference was opposed to the adoption of such a procedure at the present time, it pointing out that on many occasions in the past such suggestions have been made; however, the Conference is of the definite opinion that all investigative work of the Bureau should be properly performed by the qualified Agent personnel and on many occasions it is not possible at the beginning of the investigation to determine the scope of the final investigation.

Subject to the Director's approval there is attached hereto a letter to Mr. Smith concerning his suggestion.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323 P13
DATE 8/3/96 BY SP5C11/DMS

Attachment 18 1942

ORIGINAL FILED IN 66-2554-1598-365

66-2554-
NOT RECORDED

January 27, 1942.

SJT:BT

THE DIRECTOR

RE: OFFER OF RADIO STATION FACILITIES
TO BUREAU.

The Texas State College for Women at Denton, Texas, (near Dallas) offered their amateur radio station to the Bureau for any purpose in the present emergency. They advised they had three short wave transmitters, the large one being a full 1,000 watts. In addition, they have professional type receivers, etc. Mr. Tracy advised the conference that arrangements were made for SAC Kitchen to personally confer with the business manager of the college, and it was ascertained that considerable first class equipment is at the college and would be of value in the Bureau's work. However, the college does not desire to sell the equipment and does not desire to have it moved from the premises of the college, but in the event of an absolute necessity, he would agree to the removal of the equipment temporarily from the college grounds.

In view of the fact that the Bureau is interested only in purchasing such equipment and that its use on the college premises could only be for monitoring purposes, the conference unanimously recommended that the Bureau thank the college officials for their kind offer but advise them it will not be possible for the Bureau to utilize the equipment at this time except on a basis of the purchase of such portions of the equipment as may be utilized in the Bureau's work.

In the event you approve, an appropriate letter will be prepared to the college officials.

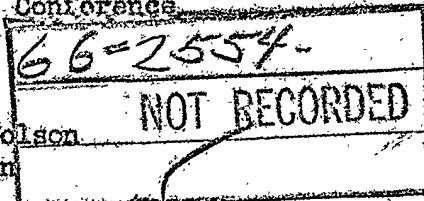
Those present at the conference were Messrs. Tolson, Tamm, Ladd, Glavin, Nichols, Rosen, Holloman, Q. Tamm, and Tracy.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary



2 FEB 13 1942

cc Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/3/90 BY SP5C/LMS

ORIGINAL FILED IN 94-1-4189-9

27031

January 27, 1942

SJT:ja

THE DIRECTOR

Re: Uniformity in Granting Annual Leave

An Executive Conference committee consisting of Messrs. Glavin, Nichols and Tracy met to consider the advisability of establishing a uniform practice at the Seat of Government in the granting of annual leave, it being pointed out that in the Identification Division it has been the practice not to grant annual leave to new employees until after they have been with the Bureau ninety days. Further it has been the practice of the Identification Division to require employees to retain a balance of at least three days' annual leave at all times in order to provide for emergency leave as is necessary from time to time. This procedure has worked out very satisfactorily in the Identification Division and has resulted in the minimum amount of requests for leave without pay due to illness or other emergency situations.

In the Files Section it has been the practice to deny annual leave for a period of six months with no requirement as to a minimum amount of leave to be retained.

The committee recommended to the Executive Conference that the procedure established in the Identification Division be followed throughout the Bureau at the Seat of Government, that is, that no annual leave be granted to new employees until they have been with the Bureau at least ninety days and that at least three days' annual leave be retained by all employees at all times emergency situations excepting.

There were in attendance Messrs. Tolson, Tamm, Clegg, Ladd, Glavin, Nichols, Rosen, Quinn Tamm, Holloman, Carson and Tracy.

If the Director approves, there is attached hereto a draft of the bulletin to all employees at the Seat of Government.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C/LMS

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2554-
NOT RECORDED

8 FEB 17 1942

Attachment

144

ORIGINAL FILED IN 66-2027-1

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

WRG:jh

January 27, 1942

27030

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Holloman, Hince, Carson, and Glavin considered a communication received from SAC Stein of the St. Paul Office concerning the use of telegrams between the field offices.

Mr. Stein suggests that as a matter of economy the field offices be permitted to use telegrams to instruct other offices to discontinue investigations rather than using teletype.

For the Director's information the Bureau has for the past year been using teletype exclusively between its field offices and the field offices and the Bureau due to certain information received by the Bureau concerning the type of employees presently in the service of the telegraph companies.

It was pointed out to the Conference that routine teletypes between the field offices should be held and sent when there is a sufficient number to take up three minutes of transmission time and when this is done the use of the teletype will be cheaper than the use of telegrams. It is, of course, understood that in emergency cases the three minute time limit is not involved and the teletype and perhaps telephone would be used in those instances.

The Conference feels that we should continue to utilize the teletype machines for the transmission of messages between the field offices. Subject to the Director's approval there is attached hereto a communication to SAC Stein concerning this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 5/3/90 BY SP5C110ms

NOT RECORDED

Attachment

ORIGINAL FILED IN 66-6994-17

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

9 FEB 10 1942

WRG:jh

January 28, 1942

27629

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Holloman, Hince, Carson, and Glavin was advised under date of January 13, 1942, by Mr. Quinn of the Department under Circular No. 3618 that the Department was circularized pointing out that the Office of the Public Printer had requested that smaller sized letterheads be used when possible in order to conserve paper. The Department Circular is attached hereto.

There was exhibited to the Conference the two sizes of letterhead paper, the one labelled "A" being the present size and the one labelled "B" being the suggested size which the Public Printer believes could be used.

The Conference was of the opinion we should use the shorter paper wherever possible.

Subject to the Director's approval an order will be placed for such a supply of shorter paper after which instructions will go forward to all Division Heads and all Field Offices concerning the use of such letterheads.

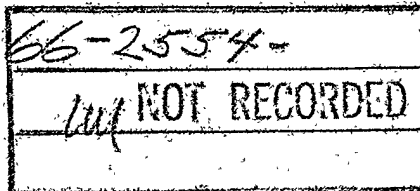
Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 3/3/96 BY SP5C110MS

Attachments



INITIALS ON ORIGINAL - 8

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

FEB 19 1942

ORIGINAL FILED IN 66-2554-734

27028

QT:mac

January 29, 1942

THE DIRECTOR

A

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, considered a report submitted by the Identification Division reflecting the receipt of police applicant fingerprints on a quarterly basis.

The Conference was advised that this material has been used to provide interesting cases for the Budget. However, it is no longer necessary.

You are advised that the preparation of this report requires approximately fourteen employee hours a day. This work is divided among numerous employees of the Identification Division.

RECOMMENDATION: The Conference recommends that it be discontinued.

If you approve, there is attached hereto a memorandum to the Identification Division instructing it to discontinue this report.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

141
9 FEB 12 1942

Enclosure

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C/llms

AP

ORIGINAL FILED IN 66-1631-75

NRG:MTS

January 30, 1942

THE DIRECTOR

A
① The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Rosen, Clegg, Holloman, and Glavin, considered bids secured for the purchase of prefabricated houses for housing the radio stations at Clinton, Maryland, and San Diego, California.

The Conference was advised that the low bid secured on such houses for Washington was \$1,425 and for San Diego, \$1,585. The Conference was further advised that the prefabricated house is 30 feet square and the specifications call for four walls, a floor, a roof, doors, and windows; that if any foundation is laid it will have to be in addition to the purchase price and there will be an additional cost for the painting of the house, having the roofing put on and the house actually set up. In addition, the Bureau will have to supply any water or toilet fixtures desired.

Mr. Tracy pointed out the necessity for such houses, inasmuch as the present facilities for the aforementioned radio stations are entirely unsatisfactory. Mr. Tracy also pointed out that he has located a portable house at Portland, Oregon, which could be secured for approximately \$850, F.O.B., Portland, which would mean that the cost at San Diego would be approximately the same as the cost for the house under bid.

Messrs. Tolson, Glavin, and Holloman are of the opinion that the Bureau should not expend its funds on such houses. Messrs. Tracy, Quinn Tamm, Rosen, and Clegg are of the opinion that it is essential that such facilities be purchased. Those dissenting are of the opinion that arrangements undoubtedly could be made by Mr. Nathan at San Diego and by Mr. Tracy here in Washington to have an appropriate shelter constructed at less cost than these houses which would serve the purpose. It is believed by those dissenting that the expenditures for such construction are properly chargeable to the confidential fund, inasmuch as these radio stations are operated on a more or less confidential basis.

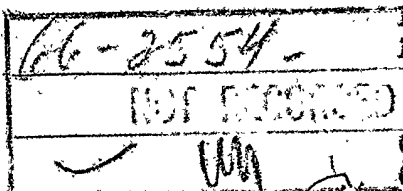
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/oms



ORIGINAL

WRG:MTS

January 30, 1942

THE DIRECTOR

The Executive Conference consisted of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Tracy, Rosen, Holloman, Clegg, and Glavin.

With reference to the issuance of badges to Bureau employees, it was pointed out to the members of the Conference present that these badges show the photograph and pass number of the employee. The Conference, with the exception of Mr. Clegg, recommended that these badges be worn only while the employee is in the building—that if the employee leaves the building his badge be not worn. Mr. Clegg is of the opinion that the badges should not be worn at any time.

Subject to the Director's approval, there is attached hereto an inter-office memorandum covering the use of these badges.

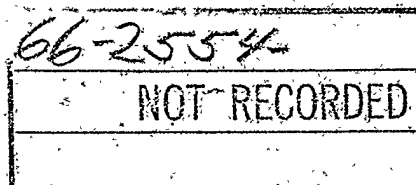
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/oms



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MAR 13 1942

ORIGINAL FILED IN 62-12846-313

DWL:NGR

January 31, 1942

27825

THE DIRECTOR

At a meeting of the Executive Conference on January 31, 1942, attended by Messrs. Tolson, Glavin, Rosen, Clegg, Tracy, Q. Tamm, Nichols, Holloman and Ladd, the suggestion made by the Special Agents in Charge, as submitted by Assistant to the Director E. A. Tamm, to the effect that in developing plant informants the Special Agents in Charge be permitted to contact the plant management and ask for suggestions and names of possible informants, was considered. Mr. Tamm, in his memorandum, had suggested that consideration be given to permitting the Special Agent in Charge to develop 50% of the informants in the plant through the development of the names submitted by the plant manager, and that the remaining 50% of the informants in such plant should be developed on the initiative of the particular field office without making inquiry of the plant manager for suggestions.

Mr. Holloman was in favor of this suggestion of Mr. Tamm to the effect that 50% of the plant informants be developed by contacting the plant manager and that the other 50% be developed by the agents individually.

Messrs. Tolson, Glavin, Rosen, Clegg, Tracy, Q. Tamm, Nichols and Ladd were opposed to this procedure, being of the opinion that the Bureau would be open to criticism, that they were obtaining labor spies as a result of having had the names of the employees furnished to the Bureau by the plant management, and further in view of the fact that it was not believed that as valuable informants would be furnished by the plant management as might be developed individually by the Special Agent in Charge and the Special Agents.

In this connection, it might be pointed out that the present policy of the Bureau is that all plant informants should be developed by the agents without contacting the management for names.

Respectfully submitted,
FOR THE CONFERENCE

66-2554
NOT RECORDED

Clyde Tolson
Chairman

W. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 203813
DATE 8/3/90 BY SP5CJL/MS

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RECEIVED

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

LBN:NHT

February 1, 1942

23924

THE DIRECTOR

The Executives' Conference consisting of Messrs. Tolson, Ladd, Holloman, Clegg, Rosen, Q. Tamm, Tracy, Glavin and Nichols considered the requirements set forth in Section 7 of the Manual of Rules and Regulations requiring that on March 1st of each year Field Offices shall forward to the Bureau in triplicate a list of law enforcement officials in their divisions showing the names of Sheriffs, Chiefs of Police, United States Marshals, Deputies, Wardens of Penal Institutions and other agencies whose cooperation might be helpful. The Manual requirement also provides that each Field Office shall forward to the Bureau the names of all peace officers organizations, the names of the officers, as well as the publications issued.

The Conference was unanimous in its recommendation that this provision of the Manual of Rules and Regulations be disregarded this year as it does require considerable time to compile such a list in the field and also it requires filing time occasioned by indexing, etc. at the Seat of Government. It is, of course, understood that Agents, in the course of their regular duties, will report from time to time the changes in the heads of law enforcement organizations, Sheriffs, etc., to the Field Division so that the Field Division will have the necessary data on file.

If approved, a letter is attached to all SACs.

Respectfully,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Clyde Tolson NOT RECORDED
Chairman

W. Richard Glavin
Secretary

2 FEB 11 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5c/lloms

ORIGINAL FILED IN 62-2554-5899

HHC:EG

February 2, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Nichols, Holloman, Ladd and Clegg, considered the attached memorandum and the suggestion which originated with Mr. R. R. M. Carpenter of the duPont Company and which was presented to the Bureau by Superintendent Andrew J. Kavanaugh. The plan in question is patterned after the American Protective League plan. It has a headquarters with subheads, each of whom has 10 confidential informants and each of these informants has 10 confidential observers who report through their superiors to the headquarters establishments the observations which they make indicating subversive activities or suspicious individuals. This plan is very similar to the plan which the C.I.O. attempted to originate and which the Bureau opposed. It, again, has the effect of channeling information through various intermediate sources and removes individual responsibility, creates delay and submits the information to those who are not in position to evaluate the information.

It is recommended, therefore, that Mr. Carpenter be written, advising that the Bureau is unable to approve or participate in such a plan, and that Superintendent Kavanaugh be furnished with a copy of the letter. - *attached*

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/90 BY SP5C/LMS

66-2554-2-106

WRG:MTS

February 2, 1942

THE DIRECTOR

A

Q The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Quinn Tamm, Tracy, Nichols, Rosen, and Glavin, was advised that recently under a decision of the Comptroller General concerning leave it was ruled that when an employee resigns from the service he earns leave on the leave which is granted him. For instance, if an employee resigns, active duty ceasing at the close of business January 31, and has leave carrying through the month of February, he would get the leave accrued to him through the month of January and in addition thereto would receive credit for any leave which would accrue to him through the month of February, or two and one-sixth days.

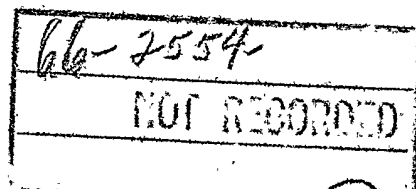
The Conference was further advised that the procedure of granting this leave is followed by the Department and believes the Bureau must follow Departmental procedure in this regard.

Subject to the Director's approval, this procedure will be followed by the Chief Clerk's Office in the future. Previously, the Bureau has been granting leave which has accrued at the date active duty ceases, and not granting leave on leave.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C/Loms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554-144

WRG:MTS

February 2, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Quinn Tamm, Tracy, Nichols, Rosen, and Glavin, considered a suggestion submitted by SAC Untreiner of the Huntington Office that the Bureau consider changing the titles of Special Agents, Number One Men, Special Agents in Charge, and Inspectors, so that Bureau employes will have a title which will command attention because it sounds important.

Untreiner pointed out that Bureau representatives are constantly competing with representatives of ONI and G-2, and these men bear titles such as Commander, Captain, Lieutenant Commander, Major General, et cetera; that he finds in his contacts in the field the title Special Agent in Charge is garbled, not understood by the persons introducing him, and that the title of Special Agent puts Agents in the same category as railroad Special Agents.

The Conference feels that no change in titles can be made at this time, that if the title of Special Agent in Charge were changed to that of Inspector, here again we would have an analogous title with Post Office Inspectors and undoubtedly the same comments made at this time would be made concerning the new designation.

Subject to the Director's approval, there is attached hereto a communication addressed to Mr. Untreiner regarding this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
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Ladd _____
Nichols _____
Tracy _____
Tolson _____
Carson _____
Coffey _____
London _____
Holloman _____
Cullen Yarnum _____
Rosen _____
Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/96 BY SP5C/112ms

ORIGINAL FILED IN 62-44172-157

HHC:BG

February 2, 1942

27020

THE DIRECTOR

A
The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Nichols, Holloman, Ladd and Clegg, considered a suggestion of Special Agent A. A. Muszey that there be placed on the report forms the letters "SEEA", meaning Special Employee-Agent, after the names of Special Employee-Agents in order to distinguish between them and Special Agents.

The Executive Conference unanimously agreed that there should be no distinction made between Special Employee-Agents and Special Agents as far as correspondence is concerned. The report should be prepared with exactness and any necessary corrections made by the Special Agent in Charge or supervisor. The necessity for the indication that the employee is other than a regular Special Agent does not appear to exist.

If this is approved, Mr. Muszey is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

23 FEB 16 1942

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C110m5

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ORIGINAL FILED IN 1-26-37-5

WEG:MTS

February 2, 1942

THE DIRECTOR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

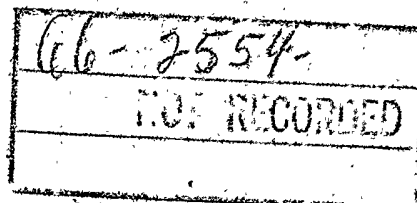
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The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Quinn Tamm, Tracy, Nichols, Rosen, and Glavin, considered a suggestion submitted by Special Agent J. B. Foster that the reading room establish a division whereby they can route pieces of mail for immediate correction, permitting them to go through without delay, and a routing slip reflecting the error be returned to the supervisor or individual concerned, calling attention to the necessary correction.

The Conference was opposed to the adoption of this suggestion, believing that errors found by the reading room should be called to the attention of the initialing supervisor through a return of the correspondence.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 8/3/90 BY SP5CJ/10MS

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ORIGINAL FILED IN

7018

WRG:MTS

February 2, 1942

THE DIRECTOR

A
The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Quinn Tamm, Tracy, Nichols, Rosen, and Glavin, considered a suggestion submitted by Special Agent J. B. Poster of Division Three that the various floaters concerning the activities of the different divisions at the Seat of Government be compiled into a weekly news issue.

Mr. Poster pointed out that in this manner there would be a considerable savings of paper and time.

The Conference unanimously recommended that this procedure be followed in the future. An appropriate notation was made by Mr. Quinn Tamm, President of the FBI Recreational Association to follow this procedure in the future.

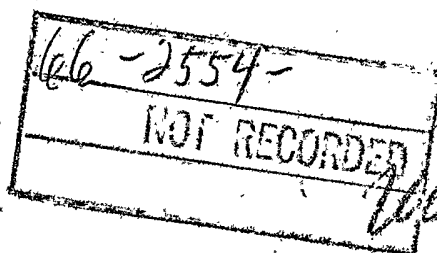
Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2 FEB 25 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110MS

ORIGINAL FILED IN

LBN:NHT

February 1, 1942

THE DIRECTOR

The Executives' Conference consisting of Messrs. Tolson, Ladd, Holloman, Clegg, Rosen, Q. Tamm, Tracy, Glavin and Nichols considered the matter of a possible paper shortage and recommends immediately the adoption of the following procedure:

At the present time, apprehension orders are prepared on 8" by 8" cards bearing the number and the appropriate notice. The apprehension orders are sent to the Field Offices for distribution to law enforcement agencies, peace officers organizations, hotels, filling stations, etc., who receive copies of similar identification orders. The Conference feels that the same results could be accomplished by putting the data that presently is prepared on an 8 by 8 card on a similar card of the usual postal card size which can be run through the addressographs of the various Field Divisions and which can later be stapled to the corresponding identification orders when received in the Field Offices and by law enforcement agencies.

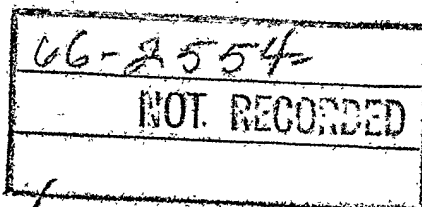
If approved, a sample apprehension order on postal card size is attached, together with a sample of the apprehension order which has been used for many years. The bulletin to the field to all SAC's will be effective immediately.

Respectfully,
for the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey - Mr. Glavin _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/31/90 BY SP5c110ms3

NRG:lrd

February 2, 1942

270-5

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110MS

RE: ACCIDENT INVOLVING BUREAU AUTOMOBILE
Chevrolet Sedan, Motor No. 119406
Date of Accident - December 12, 1941
Damage to Bureau car - Approximately \$400
Driver - Special Agent Hugh J. McMenamin
Division - Grand Rapids

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Nichols, Rosen, Quinn Tamm, Tracy and Glavin considered an automobile accident involving Special Agent Hugh J. McMenamin at the Grand Rapids Office on December 12, 1941; damage to the Bureau car, approximately \$400.00.

Very briefly, the following are the facts of the accident:

This Agent was proceeding on an official assignment and was driving on a concrete or brick top highway which was clear of snow and ice all the way and there was no snow on the ground. The sky, however, was overcast. He advised that his first stop was in White Cloud, Michigan, where he ascertained that to reach the C.C.C. Camp at White River, his destination, he would have to turn onto what was known as the Hesperia Road which is a dirt road and which was covered with a light crust of snow and ice. Agent McMenamin reduced his speed at once from the speed previously being travelled by him, 50 to 60 miles an hour, upon entering this dirt road. The car skidded a couple of times for short distances and being thus made aware of the condition of the road he travelled carefully at about 35 miles per hour and found that this speed was satisfactory. He had no difficulty from that time forward in going to the camp. In returning from the camp on the same road, the dirt road, he started skidding when he was at the top of a short four or five per cent grade and started travelling at 35 miles per hour. The car skidded to the right and swung so that it was at right angles to the road, facing south. He endeavored to bring it out of the skid; however, the car went off the left side of the road, headed for a large tree and Agent McMenamin swerved to avoid it. However, the car hit the tree at the right front corner of the body, just at the end of the hood. The car came to rest about 12 feet off the highway. From the point where it came to rest and where it began skidding was a distance of about 45 yards. He states

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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27026
MEMORANDUM FOR THE DIRECTOR

- 2 -

that as he got to the top of the grade he lifted his foot from the accelerator and the skidding began almost immediately.

SAC McFarlin advised that it appears that Agent McMenamin was a victim of circumstances inasmuch as the road was covered with a thin covering of snow under which was ice; that from all indications there was no apparent negligence on the part of Agent McMenamin as he stated he was travelling at a speed of 35 miles per hour and had previously found that to be a safe speed at which to proceed. SAC McFarlin is of the opinion that the prime reason for the accident was probably the release of pressure on the accelerator at the time the crest of the rise was reached, which put the car into a skid, but that the usual safety precaution is to release the foot from the accelerator upon reaching the top of a rise when the continuation of the road is obscured by reason of the rise.

It was necessary for the Bureau to go back to the Grand Rapids Office to ascertain whether chains were being used. Chains were not being used at the time of the accident.

The investigation of this case reflects that the road was covered with light snow under which was solid ice. The temperature was about forty degrees, the wind was blowing strong with light snow flurries and it was a cloudy day. The car began to skid at the top of a four per cent grade and continued skidding on this road for about 120 feet, then entered the woods about twelve feet. Agent McMenamin received a sprained back, lacerations of the head, cuts of the hand requiring five sutures, and shock. He received medical attention at the Blodgett Hospital, Grand Rapids, Michigan.

For the Director's information there are attached photographs as follows:

- Numbers 1 and 2 reflecting the damaged condition of the car
- Number 3 showing the road where the skid began
- Number 4 showing the road covered with snow under which was a solid layer of ice.
- Number 5 showing the point where car entered woods, showing tree knocked down and tree hit by car.
- Number 6 showing a scene of the road in the direction which the car was travelling.

The Conference with the exception of Messrs. Tolson, Tracy, and Glavin are of the opinion that the Agent should not be held responsible for the accident. Messrs. Tolson, Tracy, and Glavin feel the Agent was negligent in the operation of the automobile and believe he should be held responsible for the repairs of the car.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

QT:mac

February 4, 1942

27034

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, was advised that each quarter the Identification Division prepares a report for the Director reflecting the number of Civilian Conservation Corps prints received from each corps area. This report requires approximately one hour a day of one employee's time during the quarter and then at the time of the actual typing of the report approximately ten hours.

RECOMMENDATION

This report involves a good deal of work in the Recording Section of the Identification Division and it is believed at present it may be discontinued. The Conference so recommends and if you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/90 BY SP5CJ/oms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2 FEB 13 1942

NOT RECORDED

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ORIGINAL FILED IN 66-1634

~~SECRET~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 11-02-2010

February 4, 1942

BJT:BT

THE DIRECTOR

RE: PROPOSED MONITORING STATION,
Trinidad, British West Indies.

The Executive Conference, composed of Messrs. Tolson, Ladd, Holloman, Nichols, Glavin, Q. Tamm, and Tracy, was advised by Mr. Tracy of the suggestion of the [redacted] that the FBI establish a monitoring or intercept station at Trinidad, B.W.I. Subsequently, a letter was directed to the State Department and Mr. Fletcher Warren advised on December 29 that the State Department had no objection to the establishment of such a station if the Navy Department had no objection, the Navy Department having a naval base at this point. On January 17, Captain Hailer of ONI advised that the Navy Department had no objection.

It was pointed out to the conference that in view of the fact that the Bureau has not as yet completed installation of the proposed confidential radio stations of South America, that it would be better to postpone the establishment of a monitoring station until such time as the other stations in South America were in operation. From the technical standpoint, radio conditions in South America will be known after we have stations in operation. Also after the establishment of the proposed stations the question of sufficient personnel to properly staff a monitoring station which will require from approximately twenty-four employees, can be settled.

The conference unanimously agreed that the establishment of a monitoring station should be postponed until after the other stations already decided upon have been installed and are in operation.

Respectfully,
For the Conference

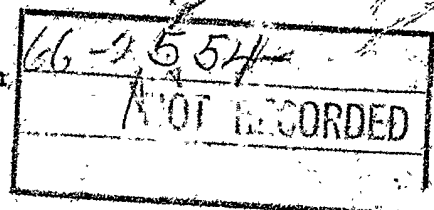
Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

APR 10 1942

cc Mr. Glavin



~~SECRET~~

SJT:mlp

February 4, 1942

27012

THE DIRECTOR

RE: 16 mm. SOUND MOTION PICTURE EQUIPMENT
NEW YORK CITY

The New York office advised that in connection with their espionage investigations they are in need of a good sound motion picture camera. They have located a 16 mm. sound motion picture camera manufactured by the Haner Company in New York City and a machine is immediately available at a price of \$7,500.

The Conference was advised that arrangements were made through Mr. Hornorth and Mr. Donegan to have the head cameraman of MIA (More of the Key) examine this equipment. He did so on January 28th and reported that the equipment was of excellent quality, of excellent workmanship and was extremely practical. The equipment has been used by the New York office in a pending espionage case and the New York office advises it is far superior to the equipment that was used in the DUCASE.

The Bureau photographer, Mr. J. R. Dunlop has carefully gone over the correspondence with reference to this camera, has studied the literature pertaining to it and has witnessed film tests made with it, and in his opinion, it produces work of good quality and high fidelity. He urges that the Bureau purchase this camera in order that it might be available, following its use in New York City, for the many needs of the Bureau in its photographic work.

Messrs. Tolson, Ladd, Holloman, Rosen, Quinn Tamm and Tracy recommended purchase of this camera. Messrs. Glavin and Clegg were opposed and Mr. Nichols was of the opinion that it would be satisfactory for the New York office to rent such a camera as occasion may demand.

It was pointed out to the Conference by Mr. Tracy that the New York office needs high fidelity sound motion picture equipment to properly investigate such cases as the DUCASE and the

Mr. Tolson _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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MEMO FOR THE DIRECTOR

PAGE TWO

27013

New York office claims that it is presently investigating the Frank B. Rowland-I Case, wherein this equipment has been tested and has been found far more satisfactory than any other equipment they have used to date. Mr. Tracy further pointed out that in addition to the present needs of the New York office such a sound motion picture camera could be used for the preparation of training school films and would undoubtedly be of value to other field divisions from time to time.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
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37010

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February 7, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin again considered the desires of the Bureau in setting up dictaphones in the various field offices.

The Conference was of the opinion that dictaphone set ups should be installed in the office of the Special Agent in Charge, the Conference Room and the Detention Room. This set up, if approved by the Director, will be brought to the attention of the Inspectors so that such set ups in the field will be uniform. At the present time there are differences in the various set ups in the field, depending on the date the original installation was made.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 8/31/90 BY SP5C110ms

ORIGINAL FILED IN 65-4-144-1

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February 7, 1942

27000

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin considered a suggestion submitted by Special Agent in Charge Kuhnle of the Memphis Office that the Bureau consider the possibility of paying in full the salaries of certain local police officers to the state, county or municipality employing them, it would enable the Bureau to exercise a large degree of control over the activities of these men in the handling of cases assigned to them by the field offices.

The Conference is unanimously opposed to this suggestion which was made by SAC Kuhnle with the thought in mind that if such a procedure were followed there would be increased assistance rendered by the local police departments to the various field divisions.

The Conference is of the opinion that this would be a most unwise policy to institute at the present time. There is attached hereto a letter to SAC Kuhnle concerning this matter.

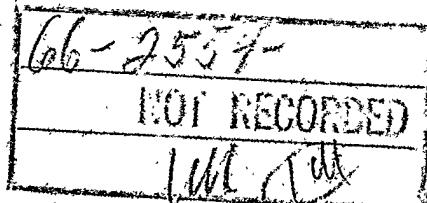
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Attachment

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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Mr. Tolson _____
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February 7, 1942

27638

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin considered a recommendation submitted by Mr. Foxworth that three dictograph cabinets be purchased by the New York Office to be placed in the office of the Special Agent in Charge and in the offices of Assistant Special Agents in Charge Donegan and Guerin. These cabinets, copies of which are attached hereto together with the bids secured, would house the telephone boxes and dictograph stations. The total cost of these cabinets would be \$260.00.

The Conference is unanimously opposed to the approval of these items of furniture inasmuch as it does not appear that they are at all necessary at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

Attachments

WRG:jh

Addendum

February 23, 1942

For record purposes the dictograph cabinet of Mr. Foxworth has 18 keys and 36 stations. The dictographs for Messrs. Guerin and Donegan have 20 stations and 10 keys. Mr. Tolson is going to check into this matter personally before further approval is given.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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W. R. Glavin

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Mr. Tolson _____
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Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 66-27-11

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February 11, 1942

27306

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Holloman, Clegg, Carson, Quinn Tamm, Tracy, and Glavin considered a suggestion made by Mr. Patterson of the Files Section that the Bureau might wish to advise appointees whom they might contact in Washington when they reach our city in order to locate rooms.

Mr. Patterson pointed out that certain of the other Government agencies had taken steps to advise its appointees of this condition and to give them advice before they leave for Washington.

Mr. Glavin pointed out that at the present time practically all of our appointments are being sent out telegraphically and for that reason the appointees undoubtedly would not have sufficient time to communicate with some of the agencies here in Washington prior to departing to accept a position with us. It is pointed out that in making our appointments, at least from 45 to 50 Agents and from 50 to 75 Clerks each week, there is no time when we can give over a week's notice, necessitating the sending out of appointments telegraphically.

The Conference recommends that no further action be taken in regard to notifying appointees of the agencies to contact in Washington in order to secure necessary living quarters.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/oms

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Mr. Tolson _____
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Mr. Carson _____
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Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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February 7, 1942

27087

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin was advised that under public law number 424 approved by the President on January 30, 1942, ^{there was} approved an increase in the maximum per diem allowed an employee within the continental limits of the United States for \$6.00, and for travel beyond the continental limits of the United States it will now be possible to approve a maximum of \$7.00 per diem.

The Conference was further advised by Mr. Glavin that he had received information from the General Agent of the Department that the Department was preparing a bulletin authorizing this increase in per diem effective March 1, 1942, and inquiry had been made as to whether the Bureau would approve this increase as of that date.

The Conference was further advised by Mr. Glavin that he advised the General Agent that the Bureau should have no objection to following the policies of the Attorney General in this regard.

The appropriate departmental circular will be received in the very near future covering this matter.

The Conference is of the opinion that the field should be notified promptly upon receipt of this circular and steps are being taken by the Chief Clerk's Office to do this.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
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February 11, 1942

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MEMORANDUM FOR MR. LADD

INITIALS ON ORIGINAL - ?

In connection with the attached memorandum for the Director, dated January 31, 1942, and submitted as the result of an executive conference on that date, there is attached hereto a proposed bulletin to the Field, setting forth instructions to the effect that in the future the managements of manufacturing plants and other facilities of importance to the National Defense may be contacted to obtain the names of prospective Confidential Plant Informants.

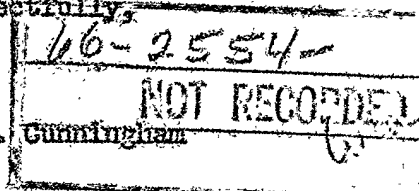
You will observe the bulletin permits contacting the managements of plants, and other facilities of importance to the National Defense. This extension is believed advisable in view of Bureau teletype to all Special Agents in Charge, dated January 13, 1942, relative to establishing informant coverage in all facilities wherein materials for use in National Defense may be stored or temporarily located, particularly since these latter enforcements are to be developed in accordance with the instructions relative to Confidential Plant Informants.

It will be noted that the proposed bulletin also changes the submission of progress reports on Confidential National Defense Informants and Confidential Plant Informants from a monthly to a quarterly basis. Since the work of developing informants has necessarily been greatly expanded, clerical work in the field and at the Seat of Government has correspondingly increased. The submission of complete quarterly reports, rather than monthly reports will considerably relieve the clerical burden and at the same time provide the Bureau with a frequent and accurate picture of the informant coverage maintained throughout the field relative to the various nationalistic groups and in manufacturing plants and other facilities of importance to the National Defense.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

R. H. Cunningham



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
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February 12, 1942

27004

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Holloman, Clegg, Carson, Quinn Tamm, Tracy, and Glavin considered a suggested bulletin to the field concerning the handling of applicants in Selective Service classification I-A, it being pointed out by Mr. Glavin that at the present time the majority of boards are classifying all registrants in I-A and the procedure presently being followed by the Bureau in not considering I-A classification registrants should not be followed in the same manner in the future.

In the attached bulletin it is recommended that if induction is ninety days or more away from the date of the interview we go ahead and consider the applicant.

The Conference believes this is a desirable procedure to follow.

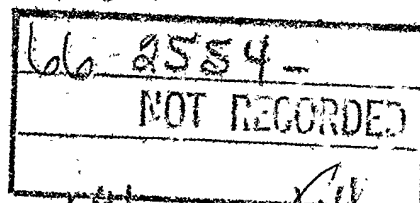
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
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Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323/013
DATE 8/3/90 BY SP5CJ/MS

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February 12, 1942

27803

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, Ladd, Holloman, Clegg, Carson, Quinn Tamm, Tracy, and Glavin considered a proposed memorandum to all Division Heads concerning the conservation of metal, which is attached hereto, and recommended its issuance.

Respectfully submitted,
FOR THE CONFERENCE

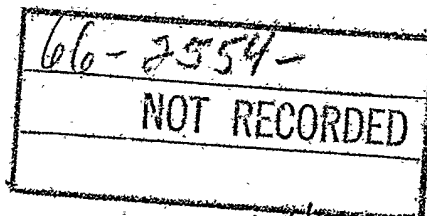
Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
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Mr. Ladd _____
Mr. Nichols _____
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 8/3/90 BY SP5C11/oms

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February 14, 1942

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THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Q. Tamm, Rosen, Carson, and Holloman being present, considered the attached proposed bulletin to the field authorizing contact with plant management and solicitation for names of individuals within plants to be used as confidential informants, the field being instructed that not more than fifty per cent of informant coverage in any given plant could be developed in this manner.

It will be recalled that a suggestion of Mr. E. A. Tamm that this procedure be adopted was previously considered by the Executive Conference on January 31, 1942, at which time Messrs. Tolson, Glavin, Rosen, Clegg, Q. Tamm, Nichols, and Ladd opposed the suggestion that the field be permitted to contact plant management, soliciting names of possible informants, and to utilize informants developed in this manner up to and not to exceed fifty per cent of the coverage in any given plant, they being of the opinion that the Bureau would be open to criticism that they were obtaining labor spies as a result of having had the names of employees furnished to the Bureau by plant management and, further, in view of the fact it was not believed that as valuable informants would be furnished by plant management as might be developed individually by Special Agents in Charge and Special Agents.

It will be further recalled that you agreed with Mr. E. A. Tamm's suggestion, with the following notation: "Of course we are not bound to take those named by the management. We should make our own check and in any event never advise the management of persons used."

Upon consideration on February 14, 1942, by the Executive Conference of the proposed bulletin to the field authorizing such procedure, the following in attendance were opposed - Messrs. Tolson, Glavin, Nichols, Rosen, and Carson - the reasons being as indicated above, namely, that this procedure will subject the Bureau to unwarranted criticism and, further, that the informants so developed will not be nearly as valuable as informants developed independently. It was felt by the persons last named above that Special Agents in Charge will have a tendency to automatically utilize fifty per cent of their informant coverage by the very simple

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

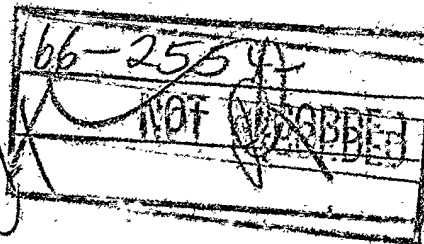
Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 9/13/90 BY SP5C110ms

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Memorandum for
the Director

Page 2

means of obtaining suggestions from plant management without actually checking and developing reliable, productive confidential informants.

The others in attendance at the conference were of the opinion the bulletin should be distributed to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

JOHN EDGAR HOOVER
DIRECTOR



HHC:BG:MET

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
February 16, 1942

Mr. Tolson ☒
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Glavin ☐
Mr. Ladd ☐
Mr. Nichols ☐
Mr. Tracy ☐
Mr. Rosen ☐
Mr. Carson ☐
Mr. Coffey ☐
Mr. Hendon ☐
Mr. Holloman ☐
Mr. Quinn Tamm ☐
Mr. Harbo ☐
Tele. Room ☐
Mr. Nease ☐
Miss Gandy ☐
Miss Gandy ☒

MEMORANDUM FOR THE DIRECTOR

The Committee composed of Messrs. Tracy, Rosen, and Clegg submitted recommendations to the Executive Conference with Messrs. Tolson, Glavin, Tracy, Carson, Holloman, Quinn Tamm, Nichols, Rosen, and Clegg being present and the oral recommendations of the Committee were recommended as follows by the Executive Conference:

TRAINING AND INSPECTION DIVISION

1. Regarding quarterly conferences for Special Agents in the field, quarterly conferences for clerks in the field, weekly conferences of new agents in the field and quarterly technical conferences, letters are presently written reporting the results of such conferences, together with the program. It was recommended that for the above conferences the field be authorized to prepare and transmit to the Bureau a simple letter without copies and without abstract slips, showing that the conference was held on a certain date in keeping with the program previously announced or in keeping with the required program. From these letters the entries will be made on the cards maintained in the Training Division and the letters will be immediately destroyed and will not be sent to the files. For the weekly conferences of new agents the same procedure would be adopted except that there would be listed the names of the agents who attended, in order that they could be credited with such attendance, as they are required to attend 12 conferences.

The above recommendations were unanimously approved by the Conference.

2. It was recommended that there be no required discussion of the Matnap Case at quarterly conferences of agents in the field, since most field offices had no developments in the case during the last quarter. This was unanimously the recommendation of the Conference.

3. It was recommended that at supervisors' conferences at the Seat of Government there be added as a requirement a thirty-minute discussion and training in the various sections of the manuals and that there be discontinued the practice of giving examinations and grading notebooks, which requires a considerable period of time and numerous memoranda to division chiefs subsequently advising of the grades made. It is believed that the training on manual sections will be more advantageous than the examinations. This will save additional correspondence and time. This was approved unanimously by the Conference.

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4. It was recommended that the present practice of assigning one man full time to the indoor range be discontinued; that there be no shooting on the indoor range except for training Special Agents and "very special tours" and that even clerical firearms training be discontinued. One of the supervisors could be called down for those rare occasions when a special tour would need to visit the range, and the agents and supervisors shooting on the range would do so on specified dates when a firearms instructor would be present. Those favoring this recommendation were Messrs. Tracy, Rosen and Clegg.

Those opposed and who felt particularly that the clerks should be given continued training were Messrs. Tolson, Glavin, Quinn Tamm, Nichols, Carson, and Holloman.

5. It is a present practice for all files on clerical employees, before appointment to the position of Special Agent, to be sent to the head of the Training Division for review and approval. This is not done as to other types of applications for the position of Special Agent.

It was recommended that this practice be discontinued and this was agreed to unanimously by the Conference.

6. It is a present practice to refer clerical employees, before their appointment to the position of Special Agent, to the Training Division for interview. It was recommended that this practice be discontinued and that all clerical employees who apply for the position of Special Agent be given an examination and be interviewed at the Washington Field Office. After consideration of this suggestion, the Conference unanimously recommended that the interview be conducted by the chief of the division to which the clerical employee is assigned and not referred to other divisions, in order to avoid duplication.

7. It was recommended that receptions for training school classes be discontinued. In view of the fact that the Director personally appears before each new agents' class, usually at the time the Oath of Office is administered or at the time of their graduation or both, the need for such receptions is now more limited and it was not believed that the value was equal to the time and expense involved.

Mr. Tolson felt receptions should be continued as at present.

Mr. Tracy recommended that receptions be continued for In-Service classes and not for new agents.

Messrs. Glavin, Quinn Tamm, Nichols, Rosen, Carson, Holloman and Clegg recommended that all training school receptions be discontinued.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

cc-Mr. Glavin

NRQ:jh

February 17, 1942

33935

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin considered a suggestion submitted by Mr. Laughlin, Chief Clerk.

Mr. Laughlin pointed out that the Appointment Clerk's Office of the Department had raised the question as to whether temporary employees of the Federal Bureau of Investigation should not be excluded from the operations of the Retirement Act as recently amended.

For the Director's information, unless certain employees are definitely excluded by the President from the provisions of the Act, which authority the President has under recent amendment, all employees of the Bureau will receive retirement benefits.

The Conference is of the definite opinion that those persons on purely temporary assignments in the Bureau should not receive the benefits of retirement. These individuals will include such instructors as Dean Arnold, Edward J. Kelly, and also traffic experts such as John Sullivan, presently on our rolls on a temporary basis.

With reference to temporary employees of the Bureau who will later be designated as permanent employees, they will get their retirement by paying back into the fund the amount due during their temporary term of service. In most instances this will be a very small amount inasmuch as temporary employees are usually appointed for a period of forty-five days.

Should the Director approve the recommendation of the Conference, the Department will be so advised.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C/LMS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
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Mr. Ladd _____
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Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
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Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HHC:BG

February 17, 1942

THE DIRECTOR

RE: SINGLE FINGERPRINT SECTION
IDENTIFICATION DIVISION

23936
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 2393613
DATE 8/3/90 BY SP5C/L/005

Executive Secy
The Committee, consisting of Messrs. Tracy, Rosen and Clegg, surveyed the work in the Single Fingerprint Section and makes the following recommendations:

1. There have been but 15 identifications made since 1932 by comparison with the single fingerprint files. These identifications have frequently been important and most helpful and valuable.

2. It was recognized that the Single Fingerprint Section is a logical, valuable adjunct of a law enforcement agency and of the Identification Division in particular.

3. The Single Fingerprint Section now employs 9 technical fingerprint men, 2 dictaphone transcribing operators and 3 clerks.

4. The Committee recommended that the following work be discontinued for the duration:

- (a) Discontinue making additions to the file.
- (b) Discontinue making research, looking toward additions to the file.
- (c) Discontinue eliminations from the file.
- (d) Discontinue research work for the purpose of making eliminations.
- (e) Discontinue the examination and criticism of material sent in by field divisions regarding fingerprints taken during practice sessions at quarterly technical conferences and let this work be handled by the Special Agent in Charge or a qualified agent in the field office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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INITIALS ON ORIGINAL - 7

- (f) Discontinue the examination in the Single Fingerprint Section of the fingers and hands of unknown deceased persons received for identification.
- (g) Discontinue the searching of prints in the Single Fingerprint Section of unknown dead where accurate classification is not possible.
- (h) Discontinue comparisons in the Single Fingerprint Section of poorly inked, blurred or scarred impressions and instead return them to the sender.
- (i) Discontinue for the duration the preparation of photographic charts illustrating interesting latent identifications made in the Single Fingerprint Section.
- (j) Discontinue reviewing criminal records and files to determine the desirability of entering, maintaining or rejecting fingerprints of an individual in the Single Fingerprint files.
- (k) Reduce to essentials the monthly and yearly statistical reports of the Section, eliminating the recording of statistics concerning duplication of various processes when each step is a part of the required procedure.
- (l) Discontinue semi-monthly inspection memoranda and instead require monthly inspection memoranda.
- (m) Discontinue, as a routine requirement, the quarterly memoranda of interesting latent fingerprint identifications effected.
- (n) Again reduce to essentials the preparation of daily reports on work done, cases handled, classifying, filing and letters written.

* * *

RECOMMENDATION OF THE COMMITTEE:

1. That the staff of 9 technical fingerprint experts be reduced to 5 fingerprint experts, as follows:

Discontinue the services of 2 of these men on March 1st and assign them to other more essential work of classifying and filing.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Tracy _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

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Discontinue 2 additional members of this group on March 15th.

Reduce the number of clerks from 5 to 2 as follows:
Discontinue 1 clerk on March 1st, 1 clerk on March 15th
and 1 typist on March 15th,

thus reducing the staff so that the total personnel assigned will be 5 fingerprint men and 2 clerks. The staggered release of these personnel for other work in the Identification Division will permit them to catch up fairly well with the present reserve of pending work and also permit the gradual diminishing of this work after notice has been given to the police in the field.

2. It is recommended that the Bureau discontinue searches in the single fingerprint files in police cases and in cases handled by other Federal investigative agencies, except in those few instances when the Assistant Director in charge of the Identification Division agrees that the work should be done and that the assigned personnel is adequate to handle it. In such cases it is not believed that the Assistant Director should write any extensive memorandum justifying his decision as the correspondence will speak for itself.

3. It is believed that there should be placed in the FBI Law Enforcement Bulletin a notation that it is necessary to discontinue the routine types of services which the Identification Division has been able to handle heretofore, due to the war emergency and due to the necessity of handling the fundamental requirements of the Identification Division of classifying, filing and searching in the technical files, and that the only exceptions will be in cases of emergencies of the most unusual character.

4. That a bulletin be sent to the field requesting the field service not to forward any latent fingerprints for examination or to request searches in the Single Fingerprint Section except in those cases where specifically such work is pertinent, logical and material, and advise the field that the staff has been reduced in order to handle more fundamental requirements of Bureau work.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

The Executive Conference considered the above recommendations and submits its views as follows:

1. Mr. E. A. Tamm recommends that the staff be cut to 2 technical employees and 1 clerk.

Memo. for Director

35939
Page 4

2. In view of the definite value of this work, the following recommend that the Single Fingerprint Section be continued as it is at present - Messrs. Glavin, Quinn Tamm, Nichols, Hendon and Ladd.

3. The following recommend the approval of the recommendations of the Committee - Messrs. Tracy, Rosen, Carson, Holloman, Tolson and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:MET

February 17, 1942

THE DIRECTOR

RE: FBI CIVILIAN DEFENSE COURSES FOR POLICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110MS

1. Preliminary Negotiations.

At the request of the Bureau, on recommendation of the Executive Conference, SAC Sackett conferred with Mayor LaGuardia concerning the desirability of the FBI conducting civilian defense courses for police since the Bureau was and should continue to be the clearing house for all types of police training. Mayor LaGuardia agreed to this and on September 5, 1941, in acknowledgment of a letter confirming Mr. Sackett's conversation with him, he advised that "We are all delighted that the Federal Bureau of Investigation will establish schools for the training of police chiefs and officials as well as schools for instructors in air raid warden service and emergency police duties." The Mayor suggested most of the cities where the schools might logically be held. The Bureau felt, however, that the schools should be held for police executives in the 55 headquarters cities and for subordinate policemen it was felt that schools should be held in 260 cities located advantageously so the police could commute from their homes to the schools daily. A committee of Messrs. Hince, Coffey, Harbo, and Clegg called at the Office of Civilian Defense in an effort to obtain from that office the established plans of operation in order that these plans might be made known to the FBI instructors and the Director instructed that this plan be put into operation at once. On September 20th the Bureau advised Mayor LaGuardia that in view of current problems such as convoy work, it was thought that the schools should start at an early date. A release was prepared, and Mayor LaGuardia approved the release concerning the schools.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

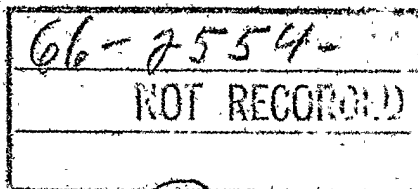
Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

During Mr. Sackett's conversation with Mayor LaGuardia, the Mayor stated he was going to write a letter to the Director requesting the Bureau to cooperate by furnishing courses of instruction along the lines specified in the schedule shown to the Mayor and the Bureau would be the official training agency for the officers of civilian defense. The Mayor stated he was not going to resign as Director of Civilian Defense until he had completed the organization of the program.



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2. Specific Request.

On October 11, 1941, Mayor LaGuardia wrote to the Bureau and a quotation from the letter is as follows:

"It is the desire of the Office of Civilian Defense that the technical police training courses for the regular police and the auxiliary police be given under the auspices of the Federal Bureau of Investigation, and that the instructors of the Civilian Defense Schools give non-technical training courses to the regular police and the enrolled volunteer auxiliaries.

"I can assure you that your cooperation is appreciated."

In the same letter, Mayor LaGuardia pointed out "I agree with you that the police training school should be inaugurated at the earliest possible date to give this instruction." The Bureau on October 22, 1941, furnished the detailed program and the general plan for conducting the schools. Bureau personnel were brought into Washington for instruction as instructors. They were trained at the Bureau for two weeks and at Edgewood Arsenal for two weeks. 55 schools for police executives were completed by November 18th, and 250 schools have been inaugurated for subordinate police and are now about 60 per cent completed. In the meantime a committee met at the Office of Civilian Defense and there was an indication that Northwestern University would be requested to handle the traffic phases of police training for war emergency duties. It was felt that this was a proper field of activity for the FBI, it would be a logical extension of the civilian defense courses then being conducted, and that it would be most desirable for all training to be channelized and coordinated through the FBI, and as a result, 120 schools over a period of eight weeks were inaugurated on February 9, 1942, on war duty problems relating to traffic.

3. Booklets.

As a part of the Bureau's training program, textbooks and a pamphlet incorporating the suggestions at the various schools were logical methods of instruction. Since Mayor LaGuardia desired that our schools be integrated with the Office of Civilian Defense program and since when the committee of Messrs. Hince, Coffey, Harbo, and Glegg called at the Office of Civilian Defense officials in Washington they were unable to get any definite expressions of policies, a specific request was made that an official be assigned to appear before the FBI instructors and to outline the desires of the Office of Civilian Defense and the information which they desired imparted to the police concerning the Office of Civilian Defense and they were specifically instructed to inform our instructors as to the specific variations between the American plans for civilian

23931

defense and the British practices. Since the FBI was acquainted with British practices we desired to teach any of those things that would conform to the American plan and Major Brewer in his address undertook to give the then established policies of OCD as well as those variations from the civilian defense program in England. Admittedly, many of the plans of OCD had not been completed when the Bureau had been requested and saw the necessity for starting these schools promptly. The schools for police executives had been completed several weeks before the attack on Pearl Harbor. Both by calling on OCD and having their instructor appear before FBI instructors, every reasonable thing was done to get OCD plans and desires before the police. Major Brewer's talk was taken down stenographically and corrected by him and the information imparted by him has been made known to the various policemen attending the FBI schools.

In the meantime, OCD has completed additional plans, established additional policies, and the Bureau was not informed as to those plans or policies, nor was the Bureau requested to change its instruction in any way.

During the week of the attack on Pearl Harbor, Major Brewer called at the Bureau and left a proposed pamphlet for auxiliary police for review. He was told it would be reviewed as soon as possible, but obviously, the FBI work was directed more definitely to the immediate war problems and when the pamphlet was reviewed, it was found to be too general, and totally inadequate as to subject matter. Major Brewer was so informed. He was informed, after the Director had approved, that the FBI was publishing a booklet for police and he would be furnished a copy. It now appears that Major Brewer assumed that the FBI would prepare a booklet for OCD to distribute and this was not intended. In fact, it was not referred to. It was merely an assumption of Major Brewer. Based upon the instruction given at the FBI schools and in no way in conflict with Major Brewer's address before the instructors, a pamphlet was prepared entitled "War Duty Suggestions for Police Executives". It was distributed to police executives. Major Brewer was furnished a copy and told he could have additional copies. In the meantime, another booklet, entitled "War Duty Suggestions for Police" was prepared and a copy of this was given to Major Brewer. On February 6, 1942, a letter signed by Mayor LaGuardia, but admittedly dictated by Major General Gasser, was addressed to the Bureau. This letter is both insulting and inaccurate. (a) It states we both had agreed that publications dealing with all phases of civilian defense would be issued by OCD. This is not true. There was no such agreement orally or in writing. (b) It stated that it was the duty of the OCD to sponsor and carry out recruitment and training of civilian auxiliaries and disseminate appropriate information and this responsibility had not been delegated. This is not true because Mayor LaGuardia's letter of October 11th did delegate the responsibility for training police.

3392

(c) It indicated that subordinates of the FBI have intruded somewhat on the responsibilities and functions of the OCD and this is not true. Our work was requested and authorized.

4. Subsequent Developments.

A conference was held with General Gasser and a subordinate. They were disappointed because the FBI booklet had not discussed the OCD in greater detail although it was mentioned 16 or 17 times in the booklet for police executives. Since the Bureau's initial dealings have been with Mayor LaGuardia, it appears that Gasser in the Washington office had not been informed fully as to what had gone on in our direct contacts with Mayor LaGuardia. OCD had made many changes and developments and had not advised the Bureau that it desired any change in the initial instructions given. They then suggested that in order to bring Major Breyer's address up to date, the OCD prepare a mimeographed statement of OCD functions locally and nationally and they requested that this statement be mailed to the police who received the FBI booklet so that they would have full information of an up to date character and they were informed that before this could be done the pamphlet would have to be reviewed and it would be reviewed before recommendations were made to the Director. They advised that they would also review in detail the booklet for subordinate policemen and make any suggestions which they felt would harmonize this booklet with their current policies, plans, and instructions.

5. Executive Conference Consideration.

The Executive Conference recognized that there was confusion, inadequacy, incompetency, delay, and even insulting insolence on the part of OCD officials. The following recommendations, however, were made:

(1) Mr. Tolson recommended that since OCD does not know what it wants, since it expressed the feeling that the FBI is intruding, and since they want to pass on anything issued by the Bureau dealing with police civilian defense duties, OCD should be informed that the Bureau desires to discontinue the entire program, including further schools and booklets.

(2) Messrs. E. A. Tamm, Glavin, Nichols, Ladd, Rosen, Tracy, Hendon, Holloman, Q. Tamm, and Clegg recommended that the program be continued for the following reasons:

(a) Mr. Landis has become Director and any cessation of the program would be interpreted broadly by Landis' friends as a show of hostility toward Landis as a personal matter.

(b) The Bureau has finished one-half of its 260 schools and has already completed 15 traffic schools and it would be the public who would suffer rather than OCD if the schools were stopped.

23993
Memo - Director
Page 5

(c) The public now has an attitude of "Hell, we're at war!" and would be unwilling and unable to understand any cessation of such work, even though the attitude of OCD and its incompetency were known.

(d) It was believed that the FBI should keep police instruction under its own control and supervision.

(3) It was further recommended that the Bureau not undertake to cooperate or affiliate itself in any program of OCD upon completion of the present series of schools on April 18, 1942.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

EPC:AF

February 17, 1942

25934

MR. TRACY

Re: Elimination of Paper Work

It is recommended that the form letter, a hypothetically filled-in sample of which is attached hereto, which is used to transmit Laboratory reports to the field offices be eliminated at once.

This will mean that the report will go out as such, checked to the field office, with no cover letter.

I am also attaching a sample first page report form in a hypothetical case showing how it will go out, checked to the field office.

Respectfully,

E. P. Coffey.

Approved by the Executive Conference
February 18, 1942. Those present: Messrs.
Tolson, ~~Tamm~~, Ladd, Glavin, Nichols, Rosen,
Hince, G. Tamm, Holloman, Hendon, and Tracy.

Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 8/3/90 BY SP5C110ms

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HHG:BG

February 17, 1942

33335

THE DIRECTOR

Re: SELECTIVE SERVICE CASES

The Committee composed of Messrs. Tracy, Rosen and Clegg was assigned to submit recommendations concerning the handling of Selective Service cases and more specifically to determine if they should be assigned to Special Agents or exclusively to police.

The present practice of handling Selective Service cases, as set forth in Bureau Bulletin No. 56, November 1, 1941, is to have agents handle conscientious objector cases as well as cases involving irregularities on the part of Selective Service Boards. All other types of violations are to be handled:

1. By having letters sent to the registrant, to the place where the registrant most recently lived and to the registrant's most recent employer, seeking information as to his whereabouts.

2. All cases which are not successfully closed in this manner will be handled as follows, according to the bulletin: "If, after a reasonable length of time, the delinquent registrant has not been located through correspondence, or if located has failed to remove his delinquency, the case should be assigned to a local law enforcement agency if practicable, or if not to an agent."

The following are actual practices ascertained from the field as to the way these cases are being handled:

AT KANSAS CITY

Classification "25" cases pending
Conscientious Objectors
Balance of Pending Cases

Unassigned
Assigned

475
35
440

15
425

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DATE 8/3/90 BY SP5CJ/lms

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Of the 425 assigned cases, they are of a type which a police department would be qualified to handle. Three Special Agents, however,

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MAR 27 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Executive Conference

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are working on the cases. One writes letters, handles phone calls, communicates with police departments, contacts U. S. Attorneys and Draft Boards and handles some leads. The other two spend approximately full time on handling these investigations.

AT LOS ANGELES

There are 2,600 cases pending; 15 are conscientious objector cases; 400 are assigned to the police; 300 are assigned to Special Agents; and 1,900 approximately are unassigned. Of the 300 cases assigned to agents, as well as the 1,900 unassigned cases, 90% are of the routine types of violations. There are not more than 45 to 50 cases that could be definitely described as those which agents must handle, although there are some involving itinerants. The equivalent of 3 Special Agents are assigned to handle these types of cases.

AT CHARLOTTE

One agent writes letters to police and handles the routine desk work and police reports. The equivalent of 2 to 3 agents are handling the routine types of violations. There is but one conscientious objector case pending in the office.

AT CHICAGO

There are 4 men assigned to Selective Service cases and one supervisor of Selective Service cases. Of this total, the equivalent of 2 agents' time is being spent on cases that are too complicated for the police to handle or that they must handle because the police are too heavily loaded, which leaves 2 Special Agents on field work handling types of cases which the police are qualified to handle if they have time.

AT NEW YORK

Of the 6,372 cases pending, at least 87% are the routine types of cases. All conscientious objector cases are handled by agents. The equivalent of 20 agents are assigned to Selective Service cases and 15 of them are handling the routine types of police case which, however, the police have not handled adequately or the prosecutor or Draft Board has put on pressure or the police have been unable to get anywhere on the case. There are approximately 500 cases assigned to agents.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Tracy _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

* * *

The Committee, consisting of Messrs. Tracy, Rosen and Clegg, recommends:

1. That Special Agents be assigned exclusively to conscientious objector cases.
2. That Special Agents continue to handle cases involving irregularities on the part of Selective Service Board members.
3. That Special Agents handle aggravated cases which may fall in the following classifications:
 - (a) At specific request of the Bureau.
 - (b) Cases of special or unusual circumstances or interest, including the possibility of physical resistance involving prominent individuals or involving subversive individuals or suspects.
 - (c) Cases involving extreme pressure for speedy action on the part of the U. S. Attorney or the Selective Service Board.
4. When the condition of the work in the office permits, Special Agents should handle the cases.
5. All other cases should be assigned to the police. If the police conduct an investigation and get no immediate results, the case should be deferred and then reassigned to the police within six months for a further check. This was believed to be a policy that is sound and necessary in view of the heavy burdens and problems otherwise resting on the Bureau.

* * *

Those favoring the recommendation were Messrs. Tracy, Quinn Tamm, E. A. Tamm, Rosen, Hendon, Holloman, Tolson and Clegg.

Those opposed were Messrs. Glavin, Nichols, Carson and Ladd. Those in objection point out the Bureau's responsibility, the fact that an investigation of Selective Service administration would probably eventually be made by Congress and it was desired that the Bureau not be in a vulnerable position in the handling of the cases.

Among the types of cases involved, which it is believed the police are qualified to handle, are cases where the subject did not register, where he did not have in his possession a registration card, where he fails to

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Tracy _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

13840
Memo. for Director

Page 4

executes a questionnaire, where he fails to advise of a change in address, where he furnishes false information when registering concerning his disability, his failure to report for physical examination and his failure to report for induction.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

N. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:NHT

February 19, 1942

3332

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/90 BY SP5C11DMS

The Executives Conference, consisting of Messrs. Tolson, Ladd, Hince, Holloman, Rosen, Hendon, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols, considered the current problem of having the mail go out on the same day on which it was dated. The Conference considered the following possibilities:

1) All outgoing communications, exclusive of criminal records and facsimile signature mail, should not be dated when prepared. After the communication is signed and received in the Mail Room, a clerk would then, with a stamp, stamp the outgoing letter, the abstract slips, and the copies. It would be unnecessary to stamp the yellow, inasmuch as the communication section stamps the yellow showing the date the communication was mailed. The stenographer or typist, in preparing the outgoing communication, is required to note the date the communication is prepared and the action taken on the original. In this way, delinquencies could be determined. The objections to this procedure are:

(a) Supervisors and Bureau Officials, not knowing exactly what day the communication went out, following the matter on their ticklers.

(b) It would place considerable extra work on the Mail Room.

(c) The placing of a date stamp on the outgoing communication would, in a certain measure, detract from its appearance.

The advantages of this procedure are:

(a) It would be a savings of time not only on the part of stenographers in the preparation of the mail, but in the re-preparation when it is sent back to be redated.

(b) Everything sent out would bear the exact date that it left the Bureau.

(c) This is the procedure followed by most large Governmental Departments, including the State Department, even on mail for the signature of Secretary of State Hull.

RECOMMENDATION: The Conference, with the exception of Messrs. Tolson and Hendon, was unanimously in favor of recommending the above-mentioned procedure.

5 FEB 26 1942

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Memo for the Director
Page 2

25983

(2) As an alternative, Messrs. Tolson and Hendon, recommended that the above procedure be adopted but be applied only to communications going to the Attorney General and the Department, ONI, G-2, Donovan, Rockefeller Committee, and ~~other Governmental agencies to whom we send information including General Watson.~~

(3) As an alternate to either of the above, it was discussed by the Conference that the Conference recommend against the adoption of the procedure whereby communications prepared on one day should be dated on the following day, it being pointed out that this would not correct the defect.

Upon the Director's approval of either Item 1 or 2, the appropriate instructions will be immediately issued.

Respectfully for the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

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LDH:NET

February 19, 1942

23981

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Hince, Holloman, Rosen, Hendon, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols, considered the practice which has been followed of sending material in memorandum form to the White House and other Government Departments on plain paper rather than on letter head. It was pointed out by Mr. E. A. Tamm that such memorandum should not be prepared on letter head inasmuch as the President might wish to detach the memorandum and use it as a basis of making inquiries and that it was not desired to show the source of the memorandum.

The Conference was unanimous in recommending that the present practice of using plain paper be followed.

Respectfully for the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

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DATE 8/3/90 BY SP5CJMS

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66-253

LBL:NWD

February 20, 1942

THE DIRECTOR

A

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Rosen, Carson, Clegg, and Nichols, considered the matter of paper shortage and the possibility of saving paper in the issuance of bulletins to the field.

It was the consensus of the Conference with the exception of Messrs. Clegg and Tracy to the effect that henceforth bulletins should be mimeographed rather than multi-graphed; that both sides of the sheet should be used; and that each page should be filled up; also that the policy heretofore practiced of placing only one subject matter on a page be abolished.

Mr. Clegg and Mr. Tracy were of the opinion that the bulletins should be mimeographed but that only one subject matter should appear on one page and that one page only should be mimeographed.

If the majority view is approved the present procedure of issuing the bulletins will be changed immediately.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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cc - Mr. Glavin

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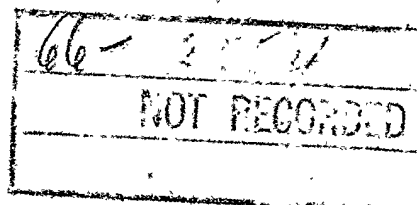
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The Executive Conference consisting of Messrs. Tolson, Ladd, Egan, Holloman, Rosen, Hendon, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols considered the matter of sending the attached bulletin to the field. The Conference approved the bulletin without instructions that Communists should not be mentioned. The Conference adopted the views of Messrs. E. A. Tamm and Rosen that Special Agents in Charge should be advised telephonically to be guarded in any remarks concerning Communists, etc. Mr. Nichols is handling this. Mr. Tamm also made the observation that he felt we should not make reference to SACs not accepting more than two speeches a week unless good reason exists, on the basis that we should be curtailing our speeches.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. D. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin CC - Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/dms

ORIGINAL FILED IN 66-2551

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February 20, 1942

THE DIRECTOR

A The Executive Conference, consisting of Messrs. Tolson, Ladd, Hince, Holloman, Rosen, Hendon, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin and Nichols, were unanimous in recommending that the greenback bulletin "Statutes, Proclamations, and Executive Orders", consisting of 108 pages, be discontinued, that the remaining 100 copies be limited in distribution on the basis that with the constant changing and the enactment of new national laws, it will be difficult to keep the booklet up-to-date, and furthermore, it was pointed out that the booklet has served its purpose.

The Conference was unanimous, however, in recommending that a compilation of the more important espionage and sabotage statutes be kept up-to-date. If approved, this will be done.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

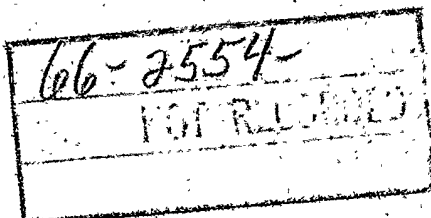
Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

cc - Mr. Glavin

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MAR 13 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CL/OMS

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HRC:BG

February 21, 1942

THE DIRECTOR

H

The Executives Conference, those present being Messrs. Glavin, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Holloman, *Wendon*, Hince and Glogg, was advised that Mr. Hicks had been informed by the Quantico authorities that the increased costs of food made it necessary for them to increase the price of meals from 50¢ each to 55¢ per meal at Quantico. The Conference recommended that this be done and that the per diem allowance be adequate to cover these costs.

An arrangement was made with the Quantico authorities by Mr. Logan while SAC at Quantico whereby, in view of general janitor services performed by the four caretakers at Quantico, there would be no charge for the meals of these four caretakers. An inquiry has been made, however, by Quantico authorities as to whether these meals could be charged for. The Conference recommended that in view of the great amount of overtime performed by these caretakers, the costs of their meals be deducted from the tip fund collected from the agents.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,018
DATE 8/3/90 BY SP5CJ/oms

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WRG:lrđ

February 22, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Holloman, Carson, Rosen, Quinn Tamm, Tracy, and Glavin was advised that the Chief Clerk's Office had received an inquiry from the New York Office concerning the securing of temporary badges for the temporary employees of the New York City Office.

The Conference was further advised that the Chief Clerk's Office has forwarded temporary badges to the New York Office so that photographs could be temporarily attached while the permanent badges are being made here.

The Conference approved this action of the Chief Clerk's Office.

For the Director's information, the employees of the New York Office at the present time are utilizing the badges which have been prepared for them, wearing them in the building only and not when they leave the building.

The Conference was further advised that the Chief Clerk's Office had instructed the New York Office that the matter of furnishing badges to the maintenance force under the jurisdiction of the Public Buildings Agency was a matter for the Building Superintendent to handle and that we should not furnish badges to such employees.

The Conference likewise agreed with the action taken by the Chief Clerk's Office in this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 8/31/90 BY SPSC/loms

INITIALS ON ORIGINAL - 8

ORIGINAL FILED IN 66-277-11958

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WRQ:lrd

February 22, 1942

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Clegg, Tracy, Quinn Tamm, Nichols, Rosen, Holloman and Glavin considered a request made by SAC J. R. Ruggles of the Savannah Office that the Bureau approve the installation of air conditioning equipment in the Savannah Office. It is pointed out to the Conference that SAC Ruggles stated that with the installation of the blackout equipment ventilation will be exceedingly poor when the equipment is actually in place and that, further, air conditioning units could be installed to the distinct advantage of the Savannah Office during the late spring, summer and fall months when there is a great deal of hot weather in this area. It would aid materially to the efficient functioning of the employees.

The Conference is of the definite opinion that approval should not be granted to the Savannah Office to purchase the air conditioning equipment which at a minimum would cost \$1,723.63 and at a maximum would cost \$2,556.00. The maximum installation cost would include air conditioning for all rooms except the room between the vault and the detention cells. The minimum cost set up would include air conditioning for all the offices except the Agents' room and three conference rooms but would include fans for those rooms. A third plan which would cost \$2,021.15 includes air conditioning for all the offices except the large Agents' room, the Agents' room to be equipped with fans. None of the plans include air conditioning for the room between the vault and detention cells or the detention cells.

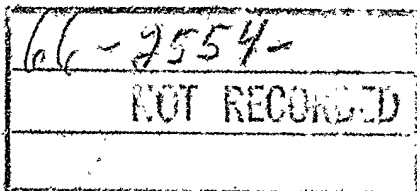
Should the Director approve the Conference's recommendation that this equipment is not essential, the Conference pointing out that this matter has been discussed with Mr. Connelley who does not believe it essential and that a statement has been made by Mr. Glavin who was recently in Savannah that although it is not there, it is no warmer than other offices in the Bureau, a communication is attached which should be forwarded to the Savannah Office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson W. R. Glavin
Chairman Secretary



2 MAR 4 - 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110ms

ORIGINAL FILED IN 66-7115-5371

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RECEIVED

February 22, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Tracy, Quinn Tamm, Nichols, Rosen, Holloman and Glavin was advised by Mr. Glavin that the Public Buildings Agency has finally secured sufficient funds to install florescent lights in the Technical Section of the Identification Division, that \$25,000.00 has been appropriated for this purpose.

The Conference was further advised that information has now been received that considerable difficulty is being experienced in securing the necessary fixtures. The Chief Clerk's Office is following this matter carefully and the Conference recommends that the attached memorandum go forward to the Department concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman.

W. J. Glavin
Secretary

Attachment

No enclosure
in routing

\$25000 note available
written 5-1-43

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FEDERAL BUREAU OF INVESTIGATION	
11	MAR 6 1942
U. S. DEPARTMENT OF JUSTICE	

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Quinn Tamm _____
Mr. Holloman _____
Mr. Egan _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

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WRG:lrd

February 22, 1942

3372

MEMORANDUM FOR THE DIRECTOR

1
The Executive Conference consisting of Messrs. Clegg, Tracy, Quinn Tamm, Nichols, Rosen, Holloman and Glavin considered a suggestion submitted by Clerk J. H. Gale of the Cleveland Office that in order to assist in the preparation of the monthly administrative report, the assignment cards be made out in triplicate rather than duplicate and that the third assignment card be retained in the Chief Clerk's Office.

The Conference considered this matter and recommended against its adoption, it being of the opinion that this additional copy of assignment cards should not be necessary in the Cleveland Office.

There is attached hereto a communication to Clerk Gale concerning this matter.

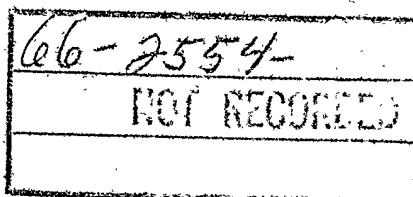
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



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February 22, 1942

23927

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tamm, Tracy, Quinn Tamm, Rosen, Hendon, Holloman and Glavin considered the suggestion submitted by Special Agent L. E. Hughes of the Newark Office wherein he tabulated in detail factual data concerning air transportation, plane types and their initial cost, cost of operation, blind flying equipment, airport facilities, and pilot training.

The Director will recall that this Agent, during his recent attendance at In-Service School spoke to him concerning the use of air transportation and at that time the Director suggested that he submit complete details concerning his study of this matter.

Briefly summarizing the information furnished by this Agent, the Director is advised as follows:

ADVANTAGES AND DISADVANTAGES
OF SINGLE AND MULTI-MOTORED PLANES

This Agent states that through research, plus the trial and error method, aeronautical engineers have cut mechanical failure of airplanes to a minimum; that a well-inspected, well-serviced single-engine plane is not likely to give any trouble from either motor failure or structural failure and that this careful upkeep of a plane further eliminates the chance of mechanical failure. He further states that the cost of operation of a single-motored plane is much below that of the multi-motored type.

The multi-motored plane has the advantage in that if one motor fails, the other might keep going, enabling the pilot to get to a safe landing spot. The multi-motored plane also has the advantage of being capable of carrying a much greater load, either of passengers or of equipment.

He states that the determining factor in safety, of either the single or multi-motored plane, is the pilot himself - his knowledge of airplanes, his technical training, his alertness and good judgment in times of adverse conditions.

COST OF OPERATION

Agent Hughes states that his cost of operation data is set up as much as possible after major airline specifications, such as motor overhaul every three hundred hours, oil change and inspection every twenty-five hours, and

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MEMORANDUM FOR THE DIRECTOR

- 2 -

including the cost of the hundred-hour periodic inspection required by the Civil Aeronautics Administration.

He states that the cost of operation varies directly with the horsepower and the gas consumption of the motor. He states that in listing the cost of operation of the various types of planes the cost of operation is computed on a three-hundred hour per year basis, which would be about a normal amount of flying. He states that the cost of operation of a Cessna-Turner 145 H.P. four passenger plane would be \$4.93 per hour and that the cost of operation per mile would be 34¢. This does not take into consideration the cost of the plane. The plane itself would cost \$8,000. The cost of operation per hour for the Lockheed 10-E (10 passenger) plane would be \$28.03. The cost per mile would be 14¢ and the plane itself would cost \$60,000.

Agent Hughes lists the following information concerning the purchase price, cost of operation per hour and cost of operation per mile for additional airplanes:

<u>Make and Type</u>	<u>Passengers</u>	<u>Price</u>	<u>Cost of Operation Per Hour</u>	<u>Cost of Operation per Mile</u>
Stinson Voyager Highwing Monoplane	3	\$3,500	\$2.75	24¢
Fairchild Highwing Monoplane	4	\$7,000	\$4.93	34¢
Beechcraft E Cabin Bi-Plane	4	\$12,000	\$6.62	4.14
Beechcraft F	4	\$17,000	\$10.71	6.34
Beechcraft D	5	\$21,000	\$14.77	7.74
Spartan Executive	5	\$28,000	\$14.77	7.74
Beechcraft 18	6 - 11	\$45,000	\$28.03	13¢

ADDITIONAL EQUIPMENT NEEDED

This Agent advises that the following equipment would in the majority of instances be needed in the planes aforementioned, although some of the planes are equipped with these instruments and the purchase price would not be increased:

Compass	\$200
Bank and Turn Indicator	\$125
Rate of Climb Indicator	\$60
Directional Giro	\$300
Artificial Horizon	\$500
Two Altimeters - Actual and Indicated	\$200
Radio Compass	\$600
Radio Transmitter, Receiver and Auxiliary Receiver	\$1,500
Parachutes	\$250 each

AIRPORT FACILITIES, HANGAR SPACE AND SERVICING

This Agent advises that at the La Guardia Airport, New York, New York, the landing and taking off fee is determined by the weight of the plane, ranging

MEMORANDUM FOR THE DIRECTOR

23369 - 3 -

from \$2.50 for a plane weighing 3,000 pounds up to \$20.00 for planes having a gross weight not exceeding 25,000 pounds; however, any plane owned and operated by the Bureau would be classed as "Public Aircraft," which is exempt from such charges.

He stated that hangar space is charged by the foot wingspread of the plane, the charges ranging from \$1 to \$5 per day.

TRAINING OF PILOTS

This Agent states that with regard to sufficient and proper training of any pilot who might fly a Bureau plane, it was suggested by Inspector Illich of the Civil Aeronautics Administration that arrangements could be made with major airline companies for the training of such a pilot, that T.W.A. has a training school at Kansas City, Missouri, that trains its pilots far more thoroughly than any of the other airlines. The complete airlines course takes about one year of intensive training. The Army training, which is almost as complete, requires about eight months, but does not include practical experience of flying on regular airline schedules.

It was learned from this Agent from SAC Conroy that Mr. Conroy's brother, Vincent P. Conroy, is Vice President of T.W.A. and would be very cooperative with the Bureau in any type of pilot training program which the Director might desire to institute.

PRIORITIES

It was ascertained by the Chief Clerk's Office from a representative of the War Production Board that all airplanes are, of course, under priorities and Mr. Adams, Liaison Officer of the War Production Board, stated that although the Bureau could secure a plane he was not in any position to advise what length of time would be necessary for delivery.

RECOMMENDATION OF THE CONFERENCE

The Conference wishes to point out at this time that it is of the unanimous opinion that the Bureau should not go into air transportation now. The needs for regular air transportation by the Bureau on emergency jobs has not been such for the past several years that commercial companies could not handle it.

The Conference is of the further opinion that in the securing of airplanes we would need a number of qualified pilots, they would have to be continuously in training, there is always the possibility of a crack up with the resultant possible loss of life and the Conference is of the opinion that the commercial lines are much better equipped to handle our air transportation needs when the demand is made upon us for such transportation facilities.

It further points out that under the present war priorities it would be exceedingly difficult to secure any planes because we would have to make an exceptionally good case to show why at the present time commercial airlines

MEMORANDUM FOR THE DIRECTOR

3970-4-

could not adequately take care of our needs and, very frankly, there has been no instance recently where we could show that we have not been getting the necessary cooperative action from the airlines when it is necessary for us to have either chartered or regular plane service.

There is attached hereto a communication addressed to Agent Hughes concerning his suggestions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

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February 22, 1942

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Holloman, Glegg, Carson, Quinn Tamm, Tracy and Glavin feels that the attached memorandum should go forward inasmuch as the Training Division stated that they cannot assure the Welfare and Recreation Association of any number of Agents eating at the cafeteria in the Home Owners' Loan Corporation building during the evening hours, that there might be from two to two hundred persons eating at that time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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February 23, 1942

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THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Ladd, Holloman, Tracy, Nichols, Rosen, Hince and Clegg, recommends the following subjects for classes of Bureau supervisors and clerical employees:

Hours

1	Organization of FBI.
3	Duties of Each Division, General
1	Duties of a Supervisor
1	Duties of Stenographers and Typists
1	Inter-Divisional Relationships
1	The Bureau File Room -- Mail Routing
1	Ordering and Transferring Files
1	What Happens to Outgoing Mail
1	Answering the telephone
1	Receiving Visitors
1	Forms of Correspondence
1	Typing and Preparation of Memo
1	Letter Writing
1	Departmental Memos to Whom and Why
1	Distribution of Information to Other Agencies at Washington
3	Stenographers Manual
3	Supervisors Manual
1	Most Frequent Types of Errors
1	Reviewing Reports
1	Reviewing Files
1	Conduct and Availability
3/4	Question Forum

Total 20 Hours

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DATE 8/3/96 BY SP5C110ms

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U. S. DEPT. OF JUSTICE

ORIGINAL FILED IN

Mr. Tolson _____ It was recommended that these schools begin on Monday, February 30th, that as many as 100 be accepted in each class as designated by each division. Mr. E. A. Tamm _____ There would be two separate classes per day of one hour each. This means two Mr. Clegg _____ different groups. One class would be held from 12 noon to 1 P.M., and one class Mr. Glavin _____ would be held from 6 P.M. to 7 P.M., at which time Assembly Room #1 would be Mr. Ladd _____ vacant for the luncheon and dinner periods. It would take twenty days for each Mr. Nichols _____ of these groups to complete the course of twenty hours. Mr. Tracy _____

Mr. Rosen _____ It was further recommended by the Conference that this course of Mr. Carson _____ training replace the program of supervisory training which calls for the super- Mr. Coffey _____ visor visiting each of the divisions to hear a discussion of the duties of the Mr. Hendon _____

Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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division. This subject is being incorporated in the above suggested program.

It was felt that both supervisors and clerical and stenographic employees should attend, except the clerical employees in the Identification Division, and for that division, all the stenographic and clerical employees attached to the administrative offices of the division should attend.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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QT:mac

February 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Rosen, Nichols, Hendon, Tracy and Quinn Tamm being present, considered a suggestion submitted by Agent Supervisor D. Ray Quinn of the Identification Division that the fingerprint men engaged all day in the classification of fingerprints be given a five minute rest period every hour. Agent Quinn pointed out that this should relieve the strain on their eyes considerably, should improve the morale and increase production.

RECOMMENDATION: The Conference is unanimously of the opinion that this should be tried in the Identification Division. It is pointed out that the classification of fingerprints entails the sitting at a table for eight hours a day doing work that is quite monotonous and extremely exacting.

If you approve, this rest period will be placed experimentally in effect in the Identification Division.

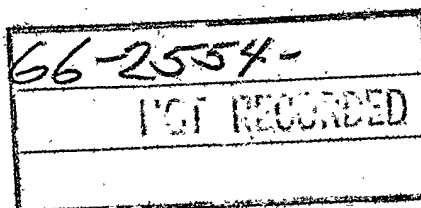
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

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HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SPSC/LMS

ORIGINAL FILED IN 66-7634 66-11-1-7

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February 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Ladd, Clegg, Rosen, Nichols, Glavin, Hendon, Carson, Tracy and Quinn Tamm being present, considered a suggestion submitted by Mrs. Norva A. Heacock of the Identification Division. Mrs. Heacock suggested that follow-up copies of criminal records be furnished Bureau Field Divisions in cases in which the Field Division has requested a copy of a record and subsequently the Identification Division receives an additional fingerprint card reflecting the individual's arrest.

RECOMMENDATION: The Conference was unanimously of the opinion that these follow-up copies of criminal records to Bureau Field Divisions would not serve any purpose. It would increase the work of the Identification Division and not be of any particular value to the Field Office.

If you approve, there is attached hereto a letter to Mrs. Heacock so advising her.

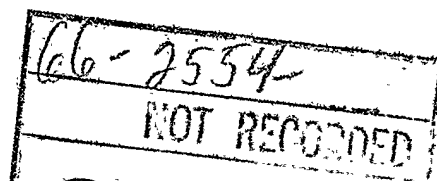
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

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HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C10MS

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- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

February 23, 1942

SJT:BT

THE DIRECTOR

RE: RADIO OPERATORS - Additional Training

The Executive Conference was advised by Mr. Tracy of the organization of a training course in addition to the technical training course now given to radio operators. An outline of one week's training along the lines suggested is as follows:

Policies of the Bureau, Personal Conduct	- Mr. Tracy	4 hrs.
Work and Policies of the Laboratory	- Mr. Coffey	4 hrs.
Purchase of Supplies, Travel and Expense Accounts	- Representative of the Chief Clerk's Office	4 hrs.
Work and Functions of the Investigative Division	- Representative of the Investigative Division	4 hrs.
Radio in the Bureau	- Mr. Millen or Conrad	2 hrs.
Electrical Equipment Available in the Laboratory	- Mr. Pfaffen	4 hrs.
*Codes and Ciphers	- Representative of Cryptography	8 hrs.
*Mechanics and Procedure of the Laboratory	- Mr. Martin	2 hrs.
Laboratory and Radio Manuals	- Mr. Martin or Millen	8 hrs.

* Can be handled by Arnold

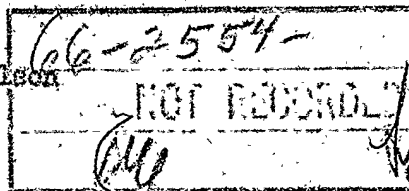
The Conference unanimously recommended such a course of training in view of the fact that radio operators do not have the benefit of the new agents' training course nor the benefit of detailed training as to the policies of the Bureau and the Bureau's jurisdiction so far as a knowledge of this is of interest to radio operators. It is felt that such a training course is highly desirable, particularly to those employees who are to be sent outside the continental United States.

Those present at the Conference: Messrs. Ladd, Clegg, Nichols, Glavin, Hince, Rosen, Carson, Hendon, Holloman, and Tracy.

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED 33,013
DATE 8/3/90 BY SP5CJ/MS

Glyde Tolson
Chairman



W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin

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February 23, 1942

23362

SJT:BT

THE DIRECTOR

RE: C. W. RADIO NETWORK - PLAN ONE

The Executive Conference was advised by Mr. Tracy of the request of the radio engineers for the purchase of two 3000 watt transmitters, several of these transmitters being currently in production by the Collins Radio Company, Cedar Rapids, Iowa. The transmitters will be available in July and cost approximately \$10,000 each.

The Conference was advised that if it was desired that the radio network operate on a twenty-four hour continuous basis with points outside the United States, 3000 watt stations are more desirable than the present 1000 watt equipment presently being installed in the key radio stations at Chesapeake Bay and San Diego. The small 450 watt transmitters used as feeder stations cannot successfully operate on a continuous basis inasmuch as they are not made for such heavy duty, and burn out. Mr. Ladd and Mr. Holloman advised the Conference that the stations under Plan A. (South America) will be utilized as feeder stations only and it is not anticipated that continuous operation will be necessary. Likewise, there will be little if any need for messages to be delivered by radio from Chesapeake Bay to the feeder stations.

The Conference unanimously recommended against the purchase of the two large 3000 watt transmitters, pointing out that the smaller stations of 450 watts and the stations of 1000 watts would appear to be all that is necessary to handle the expected emergency traffic in both Plan one (West Coast-East Coast) and Plan A (South America).

It was pointed out to the Conference by Mr. Tracy that at the beginning of the radio network, it was anticipated that the stations at San Juan, Hawaii and Alaska would be operating only in an emergency and on a time schedule rather than maintaining continuous twenty-four hour contact. The equipment purchased is not of sufficient power to operate indefinitely as a permanent communications system, and that it should be so understood by the Bureau in connection with further expansion of radio facilities.

Those present at the Conference; Messrs. Ladd, Clegg, Nichols, Glavin, Hince, Rosen, Carson, Hendon, Holloman, and Tracy.

Respectfully, for the Conference

cc: Mr. Glavin
Clyde Tolson, Chairman
W. R. Glavin, Secretary

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DATE 8/3/90 BY SP5CJ/oms

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February 24, 1942

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THE DIRECTOR

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The Executive Conference, those present being Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Hince, Ladd and Clegg, considered a suggestion of SAC Guinane that there be placed on the file covers of investigative files some notation that there was a cross-reference involved in the file. A recent change in policy by the Bureau records the specific files involved in cross-references on the index cards. It was felt by the SACs assembled at the SAC Conference at Memphis that the notation in pencil or ink "X-Ref" should be placed on the file cover in order that agents would be put on notice that there was additional information concerning some of the subject matter, although the file numbers would be omitted.

The Executive Conference unanimously approved this suggestion and if the Director approves, there is attached hereto a suggested bulletin to this effect.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Hince _____
Miss Gandy _____

cc-Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/96 BY SP5C110MS

ORIGINAL FILED IN

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February 24, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Hince, Ladd and Clegg, considered the suggestion that the Texas Department of Public Safety be placed at the top of the list of alternates for any future vacancies to attend the FBI National Police Academy at its next session.

The Conference unanimously recommended in favor of this suggestion.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C/LMS

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FEDERAL BUREAU OF INVESTIGATION
United States Department of Justice
WASHINGTON, D. C.

February 24, 1942

3358

HHC:BG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Hince, Ladd and Clegg, considered the suggestions submitted by Mr. Foxworth:

1. That when the Bureau replies to letters from applicants and complainants, and when the necessity therefor arises, the addressee should be instructed to communicate with the Special Agent in Charge of the New York office without giving the name of the Special Agent in Charge. The reason for this suggestion is that if the name of the Special Agent in Charge is listed and the SA is unable to see the caller personally or to talk with him on the phone personally, the impression will be given that proper attention is not being given to the call.

2. Mr. Foxworth cited a specific case wherein a non-specific complaint was involved and the Bureau, in referring this matter to the New York office on November 18, 1941, set a deadline date of December 1, 1941, for the report to be in the Bureau. On January 21, 1942, another letter fixing the deadline date of February 10, 1942, was sent to the New York office. Mr. Foxworth suggested that no deadline dates of this type should be listed in non-specific complaints; that it is the discretion of the Special Agent in Charge to assign cases properly and in the order in which they deserve attention; and that, except in unusual cases, a supervisor could not fix proper dates logically because of his lack of knowledge of the general conditions in the field office.

The Executive Conference unanimously agreed with both suggestions. If this is approved, there are attached hereto a letter to Mr. Foxworth and a memorandum to the supervisory staff at the Bureau.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/oms

NOT RECORDED

MAR 28 1942

66-2554

ORIGINAL FILED IN 66-6200-13

HRC:BG

February 24, 1942

THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Conroy that the New Jersey State Police Superintendent, Colonel Schoeffel, be invited to send a representative to the FBI National Police Academy at its next session. Mr. Conroy stated that Colonel Schoeffel is cooperating with the Bureau and that Governor Edison had instructed him that he would have to get along with the FBI.

The following members of the Conference felt that since the selection of alternates had already been made by the Bureau for the April session, there should be no further effort at this time to place the New Jersey State Police in any priority status and that the Bureau should wait for the time being before considering this organization favorably - Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson and Holloman.

The following felt that it would be well to take advantage of this opportunity to get a Bureau-minded individual in the New Jersey State Police as a continuous contact and that such a contact could best be obtained by having them designate a representative to attend the FBI National Police Academy - Messrs. Nichols, Hince, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____
W. R. Glavin
1942

NOT RECORDED
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110ms

HAC:BG

February 24, 1942

THE DIRECTOR

A
The Executive Conference, those present being Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Rince, Ladd and Clegg, considered a suggestion of SAC Conroy that diplomas be awarded to mayors who attend the six-day Civilian Defense Schools since the mayors are at least ex officio law enforcement officers and in charge of the police departments.

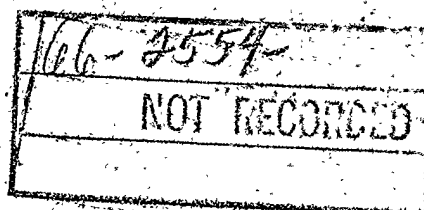
The Executive Conference recommended unanimously against diplomas being given to mayors or to others than regularly constituted law enforcement officers engaged in such duties on a full-time basis or to auxiliary police whose services are being made available to a police department during the present emergency.

Respectfully,
FOR THIS CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ cc-Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C110MS

ORIGINAL FILED IN 1-49-15

27092

WRG:jh

December 28, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Holloman, Ladd, Rosen, Quinn Tamm, Tracy, and Glavin considered a suggestion submitted by James E. Ott, Single Fingerprint Analyst, wherein he suggests that a reserve force of Special Agents be formed from the male employees at the Seat of Government who are to act as Special Agents in emergency situations.

He suggests that this reserve force be made up of all males who meet the educational requirements but are over age and also those within the age limit, having the educational qualification, but who have a physical defect sufficient to disqualify them as regular Special Agents; that included in this group would be male employees who have been with the Bureau for at least five years, not having the educational requirements, but because of faithful service it is believed would be of value as a reserve force. Mr. Ott suggests that these men receive as much of the training given Special Agents as would be advisable to make them of value for National Defense duty; that this training would be a regular seven days a week schedule and solely on an overtime basis for the required course of study and practical work. He suggests further that these men should have no investigative authority until called upon for duty by the Director.

The Conference carefully considered this suggestion and was of the opinion it would be undesirable to institute such a policy at the present time. The Bureau affords the opportunity to all employees having the necessary qualifications to become Agents in the service. It is also pointed out that it would not be possible to give a course of training to employees after the regular working hours in view of the working hours in which they must be engaged at the present time. It is pointed out further that those employees who have been with the service for a long period of time are most valuable in their present positions at the present time.

Providing the Director approves the Conference recommendation, there is attached hereto a letter to Mr. Ott advising him that it is not possible to approve his suggestion at the present time.

Respectfully,
FOR THE CONFERENCE

NOT RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

2 JAN 9 1942

Attachment

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

FILED IN 65-2765-103

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66-2554-

Memo. for Director

Page 2

<u>Subject</u>	<u>Time to Cover</u>	<u>Lecturer</u>
National Stolen Property Act and Theft from Interstate Shipment Investigations - New legislation	2 hours	R. E. Smith
Hatch Act (Political) and Election Fraud Investigations	30 minutes	G. P. Breese
Theft of Government Property, Crimes on High Seas and Government Reservations, and Extortion Investigations - New aspects relating to Army and Navy jurisdiction	2 hours	P. J. Hayes
Matters related to apprehension of fugitives, whether citizens or aliens, and related subjects	1 hour	Z. J. Van Landingham

The In-Service School, with the above, will last from 9:00 A.M., Monday to 4:00 P.M. Friday of the following week, a total of 12 days.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

cc - Mr. Glavin

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27091

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

WRG:jh

December 28, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Holloman, Ladd, Rosen, Quinn Tamm, Tracy, and Glavin was advised by Mr. Glavin that Special Agent in Charge McKee of the Washington Field Office had secured a bid for blacking out the Washington Field Office space in the amount of \$2,690.00.

Mr. Glavin was of the opinion that this expenditure of funds for the Washington Field Office in this city should not be made at this time in view of the fact that the Public Buildings Agency is at the present time arranging to appropriately blackout the various buildings under their jurisdiction. He was of the opinion that our position would not be sound in blacking out the field office yet having the Department of Justice Building in which we are presently located and other buildings in which cabinet officers are located not yet blacked out.

The Conference was in agreement that we should hold in abeyance the issuance of any amount of money for blacking out the field office space.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-363-3

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with org.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/3/90 BY SP5C110MS

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HHG:MET

December 30, 1941

THE DIRECTOR

A Major Brewer of the Office of Civilian Defense telephoned. Mr. Hince had returned the proposed pamphlet on instructions for auxiliary policemen with the observation that it was too general. Major Brewer stated that he personally wrote this booklet, that his pride of authorship was not offended in the least, but he would appreciate the opportunity to sit down for thirty or forty minutes with a representative of the Bureau who could outline in general what such a pamphlet should contain and he would then proceed to draft a pamphlet in keeping with the suggestions.

I told him I would call him back.

At the Executive Conference yesterday an informal discussion of this matter disclosed the following possibilities:

1. That the Bureau prepare, publish, and distribute a manual for police war emergency duties. In fact, assignments have already been made by the Training Division for the completion within the next two weeks of a manual which would outline the duties of police executives in war time and a second manual to be used by police officers and auxiliary police. There would probably be required about 15,000 to 20,000 of the first manual and a minimum of 200,000 of the second. It was felt that the Bureau was not prepared to publish these manuals in such quantities and it would take too long to get them from the Government Printing Office.
2. It was felt that the manual, after being prepared might be turned over to the Office of Civilian Defense for publication and distribution provided it would show definitely that the manuals were prepared by the FBI.
3. A still further possibility is to send a representative over to confer with Major Brewer and let him try his hand at writing another manual.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Tracy
Mr. Rosen
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JAN 21 1942

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NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C110ms

ORIGINAL FILED IN 94-2-6-10-5

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Memo - Director:
Page 2

The following records the opinions of the members of the
Executive Conference:

Possibility #1

Possibility #2

Possibility #3

Mr. Tolson
Mr. Glavin
Mr. Q. Tamm
Mr. Rosen
Mr. Holloman
Mr. Tracy
Mr. Nichols
Mr. Hince
Mr. Clegg

none

none

It was recommended that the Office of Civilian Defense be
informed that the Bureau would prepare and issue these booklets as a
part of its training of police program in civilian defense work.

Respectfully,

H. H. Clegg

77038

Glavin

January 1, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Ladd, Clegg, Tracy, Rosen, Glavin, Nichols, Holloman, Carson and Quinn Tamm being present, considered the fact that commercial concerns requesting applicant fingerprint supplies are requesting sufficient supplies to enable them to keep copies in their own files.

Because of the fact that it has become more and more difficult to get fingerprint cards and the paper supply is running short, the Conference unanimously recommends that only sufficient fingerprint supplies be transmitted to commercial concerns to enable them to record fingerprints of their employees and return the cards to the Bureau.

If you approve, there is attached hereto a memorandum to the Identification Division outlining this policy. It is noted that the previous policy of the Bureau was to expect fifty per cent returns on cards to the Bureau.

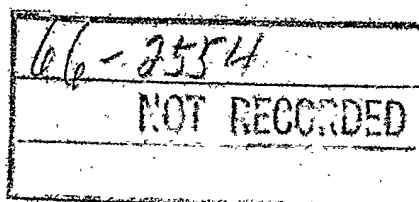
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



JAN 29 1942
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5C11DM5

ORIGINAL FILED IN 32-16545-3104

January 3, 1942

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ALL INFORMATION CONTAINED
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DATE 8/2/90 BY SP5C/110ms

THE DIRECTOR

**Re: Suggested Changes in Field Office Administration
Policies and Practices**

Based upon surveys made in field offices and upon suggestions submitted, the Executive Conference considered and recommended certain changes or continuation of Bureau policies and practices.

Those present were: Messrs. Tolson, Glavin, Q. Tamm, Nichols, Hince, Holloman, Ladd, Rosen, E. A. Tamm (at intervals), Carson and Clegg.

The following recommendations were made unanimously:

1. That duplicate assignment cards on police cases not be maintained in field offices. This is the present rule; its application was studied in the field and the continuation of the present rule recommended.
2. Auxiliary offices should not be required to restate all outstanding leads in their divisions each time a report is submitted. This continues the present rule and disapproves the suggestion for a change.
3. That Chief Clerks in field offices be charged with preparing index cards only on names and data appearing in the title of reports and communications. When the agents of an office to whom the case is assigned or the Agent in Charge or supervisors review the reports, any additional names for indexing purposes shall be indicated by having the names underscored and the report sent back to the Chief Clerk for indexing. When reports and communications are prepared in field offices, again the Chief Clerk will index only the data appearing in the title and the agent dictating the report or communication will be charged with dictating to the stenographer the names and data not appearing in the title which should be indexed and the stenographer will prepare the index card based on the agent's dictation. This will establish a uniform policy and place the responsibility for determining what should be indexed on the Special Agent rather than upon clerks.
4. Special Agents and supervisors should do all the work which it is intended that they perform and not delegate this type of work to clerical employees. The practice of telling a stenographer to find a description in the file and quote it without indicating the serial or page number, and when there may in fact be more than one description in the file, is a bad practice and the agent should determine what information should be included, as well as such information as the number of copies of reports to offices, the undeveloped leads and other agents work which they too frequently delegate to clerks at the time of dictation.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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ORIGINAL FILED IN 1-44-197

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5. There should be a definite and specific division of work among the Special Agent in Charge, the Number One Man and any approved supervisors. This division will vary in each office. The Bureau should not attempt to set up the required division of work, but should hold the Special Agent in Charge personally responsible for the entire operations of the office and the Special Agent in Charge should divide the responsibility under his jurisdiction and advise the Bureau of the specific division of field office operations, for which he nevertheless will be held responsible in the final analysis.

6. It was approved that the present Bureau policy concerning the assignment of speeches continue; namely, that the Special Agents in Charge limit themselves to two speeches per week in the headquarters city and such other speeches as may be specifically assigned by the Bureau; that speeches before organizations small in size and relatively unimportant may be handled by qualified and approved Special Agents.

7. That the suggestion be disapproved to the effect that file numbers be placed on all reports going to other offices at the time the report is typed when such file numbers appear in the file. It was felt that as much time would be required for a stenographer searching through the file for the various file numbers as would be required at the receiving office in searching the index cards and there is less chance for inaccuracy.

8. That weekly conferences of newly appointed Special Agents be reduced from a required number of twelve as at present to a requirement that there be six conferences attended by each of these agents.

9. That telephone directories be forwarded to the Bureau once each year instead of twice as now required, and that the summer or spring and summer edition of the telephone directory be forwarded to the Bureau.

10. That monthly reports on equipment be discontinued - this has already been done.

11. Unfavorable recommendation was made that the office of origin and office of prosecution restate all outstanding leads each time a report is submitted.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn-Tamm _____

Mr. Nease _____

Miss Gandy _____

12. That the court clerk's docket be checked once each year instead of twice each year as at present to determine if cases have been disposed of involving Bureau subjects or the field office not notified.

13. That there be prohibited the altogether too frequent practice of setting forth undeveloped leads such as the following: "All offices will check their indices and furnish information in the office concerning the subject" or "All offices will review their files and see if any information is available concerning the subject". It was felt that the leads should be more specific and such leads should be sent only to those offices where there were reasonable

27035

grounds to believe there would be some value obtained from the practice.

14. That the Bureau discontinue sending letters to the field to Special Agents in Charge asking them to bring certain facts to the attention of all agents except in specific instances where it would be unwise for the information to appear in a bulletin and in those cases the Special Agents in Charge will be instructed not to make copies of the communication or to discuss it orally at the quarterly conference of agents. Otherwise, if the information is to be distributed to all agents, the communication should be in bulletin form for all agents.

15. The suggestion was disapproved that the FBI from headquarters in Washington mail out all identification and apprehension orders since it was not prepared to do this.

16. The suggestion was disapproved that a male stenographer be assigned at any place where there are two or more resident agents.

17. The suggestion was disapproved that in Selective Services cases the cases may be closed by a letter to the United States Attorney with a copy to the Bureau rather than by formal report when the Draft Board advises that the subject has met all requirements. It was felt that for the record of the United States Attorney and the Bureau, the report form should be continued as it requires practically no more time to prepare this report than it would a letter and the procedure would remain uniform.

18. The suggestion was disapproved that upon receipt of complaints and a preliminary investigation shows there is no violation, a memorandum be submitted for a file and no report written. It was felt that reports on all investigations should be submitted by report form to the Bureau for proper supervision and record purposes.

19. It was recommended unfavorably that in the exchange of correspondence between the Bureau and field offices or in the preparation of reports, that available file numbers be placed on the reports and correspondence. That had been previously recommended, and the Conference was still of the same opinion that whenever a letter is sent to the Bureau and the file number is easily available, the file number should be shown in the Bureau letter as at present.

20. It was recommended unfavorably that a Special Agent in Charge could without Bureau authority change the office of origin of a case. To do so it was felt would lead to confusion and controversy.

21. It was recommended unfavorably that when field offices make investigations based on undeveloped leads, and the information is negative, that the field office be advised by letter or teletype and no report be written. It was felt that all investigations should be submitted by regular report form.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Executive Conference Memorandum

27036

22. It was recommended that abstract slips be continued on the form letter which defers a case.

23. It was recommended unfavorably that the field office preparing a report punch the holes in all pages for filing with loose fasteners. It was felt that this should be done in each instance by the receiving office.

24. It was recommended unfavorably that the Bureau submit three or four copies of applicant investigation letters instead of two as at present. This was disapproved because numerous copies have to be prepared for various field offices at the present, and additional typings at the Bureau would be unwarranted.

the practice be discontinued requiring
25. The suggestion was recommended unfavorably that 75 days after an agent reports from training school to a field office, the Bureau will be advised as to the types of cases he has handled since it was argued this information invariably appears in 45 day reports. It was pointed out that the 45 day report covers too brief a period for an agent to obtain broad experience and the Bureau needs the information at the end of the 75 days.

26. That it be permitted that agents fill out the register card No. 3 at his desk rather than in the reception room in order to avoid crowded reception rooms. This register form is for the purpose of recording the planned whereabouts of agents who leave the office in the headquarters city for work in that city throughout the day, together with the telephone numbers and addresses where they will be and the prospective time of return.

27. It was recommended that the Bureau requirement that bouillien crackers and toast be maintained in field offices be discontinued, since there are available sources of food supply in the event an emergency should make this necessary for prisoners.

The following are matters about which there was a divided opinion in the Executive Conference:

1. That the Bureau print descriptions by mimeographing or otherwise on the back of all photographs sent to the field by the Bureau. The present rule is that when 15 or more copies are sent to the field, the Bureau places this descriptive data on the photographs, but not when less than 15 are sent. Mr. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Tracy, Mr. Rosen, Mr. Carson, Mr. Coffey, Mr. Hendon, Mr. Holloman, Mr. Quinn Tamm, Mr. Nease, Miss Gandy

All other members of the Conference present recommended that on the back of the photograph there be placed by the field office the file and serial number

27007

and that when the photograph was prepared in the Bureau the name of the subject to be photographed onto the picture so that the name would be clearly apparent. In the event it became necessary to exhibit the photograph to persons for identification, the name could be cut off or covered. It was felt by the majority that this requirement would save a great deal of typing which could be handled automatically at the Bureau by photographic process at the same time the picture is made.

2. Concerning the forwarding of follow-up letters to the field, Mr. Ladd, Mr. Carson and Mr. Rosen pointed out that routine follow-up letters were not sent at present; that is, follow-up letters on cases of a strictly routine nature. Mr. Glavin and Mr. Nichols felt that this should be reemphasized and that the Bureau should avoid sending out follow-up letters on the simpler and more routine cases when it is known that there are more urgent cases pending in the field office which should receive prior consideration. All others present recommended that the present practice be continued without any special emphasis.

3. At present when an agent is transferred, there is a requirement that the Special Agent in Charge examine his property and check it against the record of the property charged to him. Mr. Tolson, Mr. Glavin, Mr. Rosen and Mr. Holloman felt that this practice should continue as a definite check-up on an agent's property and equipment.

In view of the annual requirement for inventory, and the requirement that an agent immediately report the loss of property, Messrs. Tracy, Q. Tamm, Nichols, Hince, Ladd and Clegg recommended that the practice of checking property with each transfer be discontinued since this requires a letter to be prepared in the field for transmittal to the Bureau.

4. Mr. Tracy recommended that the use of routing slips in field offices for follow-up cases with auxiliary offices by the office of origin be discontinued. All others recommended that the practice be discontinued as at present.

5. Concerning the preparation of daily reports in headquarters cities, the daily report is required. Those agents in headquarters cities also are required to fill out a register form 3 showing where they are going when they leave the office, the prospective hour of return and the actual time of return. The daily report is in fact in greater detail. Mr. Tolson, Mr. Nichols and Mr. Rosen urged that the daily report for agents in headquarters cities be continued. Messrs. E.A. Tamm, Ladd, Glavin, Q. Tamm, Holloman, Tracy, Hince, Carson and Clegg recommended that these daily reports by headquarters city agents be discontinued.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

6. Concerning a recommendation that the night clerk in field offices should discontinue recording the arrivals and departures of agents in the office, and since it is a practice in most offices that agents departing from the office

For luncheon and dinner when they expect to return sign register form 3 showing where they will be, it was felt that the night clerk should record in the night log, only the arrival and departure of outsiders and make notes of phone calls and other happenings and not record arrivals and departures of Bureau employees. Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Hines, Carson, Holloman and Clegg favored this recommendation. Messrs. Tolson, Glavin and Q. Tamm were opposed.

7. Mr. Holloman recommended that the New York Office be authorized to maintain an additional set of assignment cards for keeping track of cases as this had been requested by Mr. Foxworth. Mr. Gurnea, Mr. Rosen and Mr. Egan in checking up on the necessity of this in the field, had recommended unfavorably and all others agreed that no such duplicate set of assignment cards should be required.

8. There is a present requirement that the last copy of a new serial in a file cannot be removed from the file unless an additional copy is made. Messrs. E. A. Tamm, Glavin, Nichols and Holloman agreed that this was a proper practice and should be continued. Mr. Gurnea after making examinations in the field felt that it was unnecessary to make copies of personal letters received from complainants which agents needed to take with them to make investigations or the final copy of a Bureau applicant form letter, and he recommended that it be left to the discretion of the Agent in Charge as to whether the file copy could be removed or whether it would be necessary to require the typing of an additional copy. Messrs. Q. Tamm, Hines, Rosen, Tracy, Carson, Ladd and Clegg agreed with Mr. Gurnea.

9. There is a present practice in the field that whenever the subject in one file is referred to in another file a cross reference notation is placed on the cover of each file. Mr. Gurnea pointed out this practice had grown obsolete and that index cards should now reflect all references in other files to a subject of a particular case. The file number on the index card could be marked with an asterisk or could be underscored to indicate the principle file and all others would be cross references. When an agent calls for a file on a particular individual where several files relate to the individual, there would be delivered to him only the master file with a note as to what other files were involved. Mr. Glavin recommended that the present practice be continued. All others informed that the index card system was more desirable.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

W. Glavin
E. A. Tamm
Clegg

NRG:lrd

January 5, 1942

27032

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Rosen, Nichols, Tracy, Quinn Tamm, Holloman, and Glavin considered the problem of granting extended leave to Bureau employees at this time.

The Conference was of the unanimous opinion that leave to employees at the present time should be limited in all cases to two calendar weeks.

It is, therefore, recommended that the attached bulletin go forward at this time to the field and to the Sent of Government.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

R. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C110MS

66-2554-
20 - NOT RECORDED

ORIGINAL FILED IN 66-2087-1580

16 JAN 17 1942

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WRG:jh

January 10, 1942

27031

MEMORANDUM FOR THE DIRECTOR

A

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Hince, Tracy, Nichols, Rosen, and Glavin considered the suggestion submitted by Miss Mary A. Martin of the New York Office, wherein she suggests that the female personnel wear smartly tailored uniforms.

She suggested uniforms would be neat, comfortable clothing in the event of an air raid, and with the rising cost of living, the rationing of materials and the increasing of taxes, a fixed amount for clothing would enable them to save a portion of their salaries with which to buy National Defense Bonds.

The Conference is opposed to the adoption of the suggestion at the present time, it being of the opinion that the uniforming of employees is undesirable at the present time.

There is attached hereto a communication to Miss Martin concerning her suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 3/3/90 BY SP5C110ms

270180

WRG:jh

January 10, 1942

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Hince, Tracy, Nichols, Rosen, and Glavin considered including a phrase in our transfer letter to Agents instructing that they immediately advise the Bureau of the approximate cost involved in the transferring of their household furniture.

The attached suggested letter was approved.

Respectfully,
FOR THE CONFERENCE

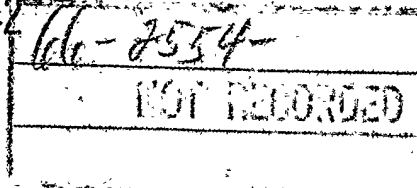
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2 FEB 7 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/96 BY SP5C11DMS

ORIGINAL FILED IN 66-7554-7

27079

WHD:jh

January 10, 1942

MEMORANDUM FOR THE DIRECTOR

B
The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Hince, Tracy, Nichols, Rosen, and Glavin considered an inquiry from the field as to whether if more than one Agent is in a Bureau car he should have his gas mask with him, together with his helmet, insofar as the coastal offices are concerned.

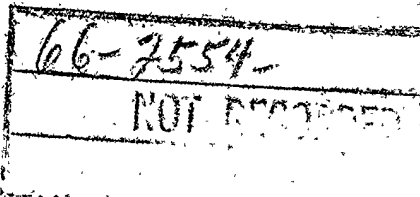
It is the opinion of the Conference that it is not necessary at this time. It was brought to the attention of the Conference that Mr. Connelley had issued such instructions to the field. Mr. Clegg, who is holding conferences in the field at the present time, is countermanding these instructions.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C10MS

23078

LAM:MET

January 10, 1942

THE DIRECTOR

The Executive Conference approved the suggestion of Mr. Hince that air raid drills be held on Monday, January 12th at the following hours:

11:00 A. M.

for day forces

9:00 P.M.

for night forces

7:00 A. M., January 13th

for midnight forces.

Those present at the Conference were Messrs. Clegg, Nichols, Glavin, Tracy, Rosen, Q. Tamm, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

NOT RECORDED
66-2554

10184

323,013
8/6/90 EYSPCLIPMS

66-13407-17

AR:AI

27077

January 13, 1942

74

THE DIRECTOR

The Executive Conference, those in attendance being Messrs. Glavin, Tracy, Quinn Tamm, Rosen, Clegg, Hince, and Nichols, approved the attached bulletin with reference to investigations involving frauds against the Government, outlining the policy to be followed in connection with investigating this type of violation.

This will clarify the investigations to be conducted in the field with reference to this violation.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL FILED IN 66-6200-46-11

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

RECEIVED
JAN 16 12 50 PM '42

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5CRL/DMS

66-2554-1
NOT RECORDED

8 JAN 28 1942

27076

January 13, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, was advised that in the Identification Division it is the policy to search Bureau personnel fingerprint cards against all files.

The Conference feels that this is not necessary and recommends that in the future Bureau personnel fingerprint cards be searched only against the criminal file.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing it.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
NOT RECORDED

JAN 23 1942

ORIGINAL FILE IN 66-1631-75322

323,013
8/6/90 SP5C/LDms

27075

WRG:ird

January 13, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Gurnea, Nichols, Rosen, Quinn Tamm, Tracy, and Glavin were advised by Mr. Glavin that it is not possible to secure additional salmon colored paper for abstract slips.

The Conference was of the unanimous opinion that a yellow paper which was exhibited at the Conference would be entirely satisfactory.

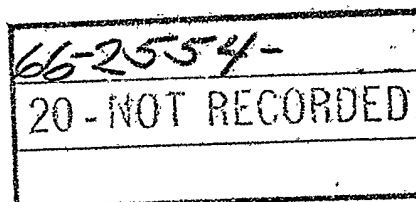
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

4 JAN 23 1942
RB



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5CJ/dms

ORIGINAL FILED IN 66-2554-20

WRG:lrd

January 13, 1942

27074

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Gurnea, Nichols, Rosen, Quinn Tamm, Tracy, and Glavin considered the question of furnishing master keys to the various Division Heads.

It was pointed out that at the present time certain divisions have offices on more than one floor of the Bureau and when it is necessary to enter those offices after they are closed, no one key is available to the division to gain access to those offices and it is necessary that a whole ring of keys be secured for the various doors at those times.

The Conference is of the unanimous opinion that when any division has space on more than one floor a master key to those floors be issued to the Assistant Director in charge of the division for use by his division. Should the Director approve, this procedure will be followed in the future.

Respectfully submitted,
FOR THE CONFERENCE

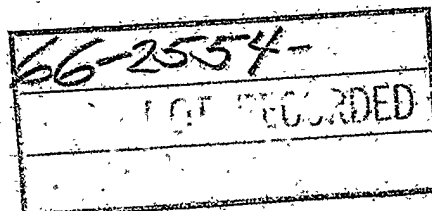
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/96 BY SP5C11DM5

9 MAR 23 1942



ORIGINAL FILED IN 66-2729-1782

January 14, 1942

27073

CT:LCB

MEMORANDUM FOR THE DIRECTOR

The Executive Conference on January 13th, those in attendance being Messrs. Curnea, Glavin, Tracy, Quinn Tamm, Rosen, Holloman and Tolson, considered the request of Special Agent in Charge Shivers that identification cards be provided to employees of the Honolulu Field Division. All of those in attendance are in favor of the issuance of a card similar to the one attached hereto, which will show the name and title of the employee, as well as his or her photograph.

The Conference further considered the desirability of issuing similar identification cards to employees on the West Coast and unanimously recommended that they be furnished to all employees, other than Special Agents, at Juneau, Seattle, Portland, San Francisco, Los Angeles, San Diego, Salt Lake City, Phoenix and San Juan. In issuing instructions concerning the use of these cards, the Conference was of the opinion that very specific instructions should be issued to the effect that they should not be used except in connection with blackouts or other emergencies incident to bombings or similar wartime situations.

Respectfully,

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554

LM

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C11DMS

ORIGINAL FILED IN 66-2622-107

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3072

THE DIRECTOR

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Respectfully,
For the Conference

OK

W. R. Glavin
Secretary

cc Mr. Glavin

262

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66-2554-111
NOT RECORDED

ORIGINAL FILED IN 6-4893-47

LAN:MS

January 16, 1942

27071

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Tracy, Q. Tamm, Rosen, Carson, Holloman, Nichols, Ladd, and Hince being present, unanimously agreed that the Standard Twenty-hour Course in First Aid should be given to all newly appointed Special Agents during the training course. The time required can be obtained by amending the non-National Defense subjects indicated on the attached list.

If approved, a memorandum to Mr. Clegg is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin

66-2554-

247

FEB 12 1942

ORIGINAL FILED IN 1-1-1795

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5c/nloms

QT:mac

January 17, 1942

27070

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Ladd, Tracy, Rosen, Nichols, Carson, Holloman and Quinn Tamm being present, considered a suggestion submitted by LeRoy L. Hannaford, a Technical Section employee, concerning the protection of the Identification Division records in case of an air raid. Hannaford suggested the marking of the fingerprint cards by cabinet drawer and location in the file and the movement of the Card Index and Assembly Sections to the basement so that the Bureau, in case of a direct bomb hit, would have a cross reference to its records.

The Conference does not feel that this is necessary at this time. It is also pointed out that space is not available and the suggestion of marking the fingerprint cards for cross reference purposes would be a tremendous task.

RECOMMENDATION

It is recommended that the suggestion not be adopted. If approved, there is attached hereto a letter to Hannaford thanking him for the suggestion.

Respectfully,
For the Conference.

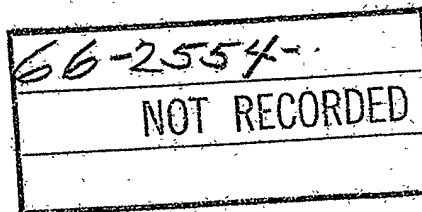
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/110ms



66-13407-34

CHC:LL

January 17, 1942

27339

8/6/90 SP5c10ms
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 2-3-87 BY SP5 YPT
275-820

THE DIRECTOR

Please be advised that the Executive Conference, Messrs. Tolson, Glavin, Nichols, Rosen, Q. Tamm, Hince, Carson, and Holloman being present, considered the attached recommendation that Special Agents in Charge not be required to send in a detailed investigative report in sabotage cases within seven days of the perpetration of the act in those cases wherein teletype summaries, submitted immediately to the Bureau, state conclusively there is no sabotage. The Conference unanimously approved this recommendation.

A suggested letter to all Special Agents in Charge, advising of this fact, is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachments

NOT RECORDED

66-2554

74
FEB 11 1942

ORIGINAL FILED IN 66-6240-98-107

WRG:jh

January 21, 1942

27022

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Tracy, Rosen, Carson, Holloman, Quinn Tamm and Glavin was advised that SAC Ruggles of the Savannah Office inquired as to whether the Bureau would be able to supply tires for the Agents who were driving their personally owned cars on official business.

It was pointed out to the Conference that there will be no difficulty in securing tire replacement for officially owned cars; that, however, from the information we have been able to gather up to the present time through the Office of Price Administration it will be impossible to clear the same priorities for personally owned automobiles unless they are used on official business at least 75% of the time.

The Conference was of the unanimous opinion that the Bureau should not furnish tires for personally owned cars. It was pointed out that they are reimbursed five cents per mile and it should be their responsibility to secure the necessary tires for their personally owned cars. It was further pointed out to the Conference that the Field is very well equipped with Government owned automobiles at the present time and in our new appropriation we are receiving authority to buy many more which will probably take care of our entire automobile problem; that we should not at this time take it upon ourselves officially to secure new tires for personally owned automobiles.

Subject to the Director's approval there is attached hereto a communication to this effect to SAC Ruggles.

Respectfully,
FOR THE CONFERENCE

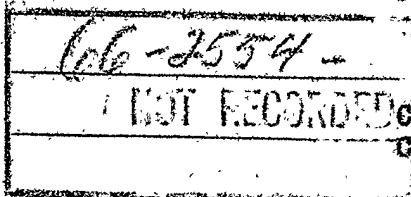
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/98 BY SP5C/LMS

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 66-2554-89

27068

2. Checks of FBI files. Requests are received in the field offices occasionally from local censorship stations for information concerning senders and addressees on messages. Requests are also received from the censorship establishment headquarters at Washington asking for information from the Washington headquarters files of the FBI. It is obvious that information furnished from local field office files will in many instances be incomplete. This has been called to the attention of the censorship establishments. They are willing to make all such requests at Washington and, in fact, prefer to do so if a definite arrangement can be established.

RECOMMENDATION: The Conference unanimously recommended that the censorship establishments be requested to make all requests for information from FBI files through the FBI headquarters at Washington except only that in cases of urgency the censorship stations might check with local FBI offices with the understanding that the information furnished would not necessarily be complete.

3. Disposition of copies of messages furnished to the FBI. All censorship messages received by the FBI at Washington are cleared through Mr. Hince who routes to the National Defense Division messages of interest to that division. The general routing on these will be:

- (a) Messages indicating possible espionage interest - to the Chief of the Espionage Section, National Defense Division.
- (b) Messages indicating possible subversive activity on the part of organizations - to Mr. Kramer
- (c) Messages indicating possible subversive activity on the part of individuals - to the Chief of the Custodial Detention Section, National Defense Division.
- (d) Messages which should be routed to the SIS Division - to Mr. Holloman.

RECOMMENDATION: It is recommended that the distribution of messages be effected as indicated above.

It is recommended that the copies of messages furnished to the FBI, which indicate no reasonable FBI interest and in which it cannot be determined that any of the Bureau's divisions would have an interest, be destroyed in order that the Bureau's files need not be cluttered up with useless material. There is no danger of the loss of a governmental record in this matter inasmuch as the censorship establishment takes the responsibility of maintaining a complete file on all messages.

Respectfully,
FOR THE CONFERENCE

Olyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

January 20, 1942

SJT:BT

THE DIRECTOR

27063

RE: CORRIDOR SPACE - 7300 Corridor.

Those present at the Conference were: Messrs. Tolson, Glavin, Nichols, Holloman, Q. Tamm, Rosen, Carson, Hince, and Tracy.

The Recording Section of the Identification Division was moved from the 7300 corridor to the sixth floor, formerly occupied by the Personnel Files Division.

The Conference was advised by Mr. Tracy that it is desired to remove the partitions in the space formerly occupied by the Recording Section in order that additional space might be available in this corridor for fingerprint file cabinets. To do this necessitates the moving of Mr. Coffey's office and the laboratory file room, recording section, and cryptographers' room to the west end of the corridor.

It was pointed out to the conference that this additional space is necessary in view of the rapidly expanding work of the Identification Division.

The Conference unanimously agreed, and if approved by the Director the attached memorandum should be sent to the Chief Clerk.

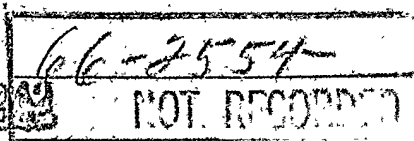
Respectfully,
for the Conference

Clyde Tolson
Chairman

H. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin



323,013
8/6/90 SP5C/10MS

ORIGINAL FILED IN 66-16318-922

c
o
p
y ram

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

27064

LBN:WGR

January 18, 1942

MEMORANDUM FOR THE DIRECTOR

The Executives Conference considered the distribution of the booklet, *Some Observations On Sabotage*, and it was the unanimous recommendation of the Conference that copies of this booklet be sent to all law enforcing agencies appearing on the Bureau's FBI Law Enforcement Bulletin mailing list.

It was pointed out that while in some cities several members of the Police Department are on the mailing list, nevertheless it would be comparatively simple to see that the booklet went to only the heads of the law enforcement agencies.

If approved, copies of this bulletin will be sent out as quickly as possible.

Respectfully,

S/L. B. N.

L. B. Nichols

94-3-6-11-44
ORIGINAL FILED IN

RECEIVED
FEB 27 1942

66-2554-

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5EJL/MS

OT:mar

January 17, 1942

THE DIRECTOR

7065

The Executive Conference, Messrs. Tolson, Glavin, Ladd, Tracy, Rosen, Nichols, Carson, Holloman and Quinn Tamm being present, considered a letter transmitted by Mr. James Lawrence Fly of the Federal Communications Commission with regard to the transmittal to the Bureau of fingerprint cards of radio operators. It is noted that these fingerprint cards are presently maintained in the files of the Federal Communications Commission.

The Conference unanimously agrees that the Bureau should not under any circumstances handle the fingerprint cards of the Federal Communications Commission under the conditions outlined by Mr. Fly, which state that the information shall be made only available to the Federal Communications Commission, that the fingerprint cards shall be returned to the Federal Communications Commission after search and that the search shall be limited solely to activities which relate to the National security and war effort. The Conference points out that the fingerprint cards searched on this basis would be of no value and would be a needless undertaking for the Identification Division.

RECOMMENDATION

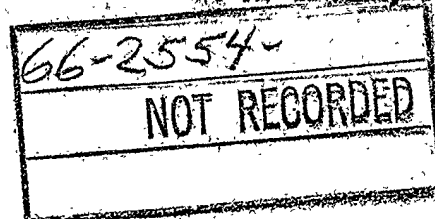
It is recommended that the attached memorandum be forwarded to the Attorney General outlining the Bureau's views.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/96 BY SP5CJ/10m5

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 32-2765-22

27066

January 17, 1942

THE DIRECTOR

The attached bulletin with reference to involuntary servitude, slavery and peonage investigations was approved by the Executive Conference, those in attendance being Messrs. Glavin, Tracy, Quinn Tamm, Rosen, Clegg, Hines, and Nichols.

The bulletin merely outlines instructions issued by the Department recently in a circular transmitted to all United States Attorneys to vigorously prosecute cases coming to their attention which involve involuntary servitude, slavery or peonage, and extending jurisdiction in this type of investigation to include those statutes enumerated in the proposed bulletin, providing for the punishment of persons held in involuntary servitude regardless of the existence of a debt and also punishing such involuntary servitude under the general Civil Rights Statutes.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9 FEB 12 1942

NOT RECORDED

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323,013
8/6/90 SP5C110m5

ORIGINAL FILED IN 66-2554-2

LAH:BG

January 17, 1942

77067

THE DIRECTOR

The Executive Conference, those present being Messrs. Glavin, Tracy, Quinn Tamm, Rosen, Carson, Holloman, Nichols, Ladd and Hince, considered the problems of censorship raised by Mr. Hince.

1. Centralized routing of censorship submissions.

Both postal and radio and cable censorships have stations throughout the country in which censors suppress, delete or pass messages in which they feel the FBI has an interest because of the suspicious nature of the text or the suspicious character of the sender or addressee. The cable and radio censorship has been furnishing copies of such messages to our local FBI offices in duplicate. One copy has been retained in the local office and another copy sent to the FBI at Washington. It has been ascertained that the Headquarters of the radio and cable censorship at Washington intends to furnish to the FBI copies of messages received from their field stations, which the headquarters at Washington feels are of interest to the FBI. There are several objections to this procedure:

- (a) There would be a duplication in the field and in the handling of many messages at Washington.
- (b) There would be a certain lapse of time between the delivery of the messages by local censorship stations to local FBI offices and the time the messages were received in Washington and acted on by the FBI. By putting the burden of transportation of messages on the censorship establishment, the FBI at Washington will then be responsible only for the lapse of time between the delivery of messages to the FBI at Washington and the time action is taken by the FBI.

RECOMMENDATION: In view of the above the Conference unanimously recommended that both Army and Navy censorship establishments be requested to submit all censorship information directly to FBI headquarters at Washington, with the exception of the following two cases:

- (1) In cases of urgency requiring immediate attention in the field.
- (2) In cases where messages have strictly local interest to the local FBI office.

149
3 APR 11 1942

66-2554-
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/oms

ORIGINAL FILED IN 66-2554

27080

January 21, 1942

UJT:BT

THE DIRECTOR

RE: FBI MONITORING STATION ON THE PACIFIC COAST.

The Executive Conference, consisting of Messrs. Clegg, Glavin, Rosen, Nichols, W. Tamm, Holloman, and Tracy, were advised that in accordance with instructions, radio monitoring officer R. E. Thornton has completed reception tests from San Francisco to Portland, Oregon and has ascertained that the best place to monitor Japanese broadcasts is in the vicinity of Portland, Oregon. A site has been located at Amity, Oregon, forty miles from Portland. There is an available house consisting of four rooms and teletype and telephone facilities are adjacent. Pending Bureau approval, Mr. Thornton and the Portland office have been instructed to start temporary monitoring at that point at once.

The Conference unanimously recommended that in view of the fact that reception is best in the Portland area that the monitoring station be installed at Amity, Oregon. Equipment to operate the station is available.

The Conference unanimously approved the recommendation that three qualified radio monitoring officers be sent from Washington. These operators are Fred H. Matheny, Elmer A. Sanson, and H. E. E. Devlin. The latter two have been trained extensively on Japanese code, (Kana Code). In addition, the Conference approved the designation of a student operator, Carl H. Burrows, to be sent out as clerk and teletype operator.

If approved by the Director, the personnel mentioned above will be transferred immediately and the station placed in full operation at the earliest possible moment, and appropriate instructions will be issued to SAC Swenson with reference to the conduct of the station. Mr. Ladd concurs in the recommendation of the Conference.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

cc Mr. Glavin

Personnel abstracts are attached.

1 MAR 14 '42

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5CJ/mjs

ORIGINAL FILED IN 80-646-1131

WRG:jh

January 21, 1942

27051

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Glegg, Ladd, Nichols, Tracy, Rosen, Carson, Holloman, Quinn Tamm, and Glavin considered a suggestion submitted by Robert L. Hansen and Fred V. Forbing, Communications Section employees, that the Bureau consider creating the position of "Applicant Investigator" to be handled by employees of the Bureau not possessing the necessary degrees to become Special Agents but who would be entirely capable of handling such an assignment.

The Conference wishes to point out that this same suggestion has been made in the past and it, the Conference, feels that applicant investigations are among the most important investigations conducted by the Bureau and only fully qualified persons should be assigned to handle such investigations.

A communication to this effect is attached hereto for Messrs. Hansen and Forbing.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments.

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NOT RECORDED

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WRG:jh

January 21, 1942

27057
MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Hince, Holloman, Quinn Tamm, and Glavin considered the desirability of opening an office at Mobile, Alabama.

It was pointed out to the Conference that information has been received from SAC Guhane at Birmingham that there is a possibility of space being available at Mobile, Alabama, in May of 1942, at which time the United States Engineers will vacate this space. Mr. Guhane recommends that the south side of this floor be secured. His tabulation reflects that we would have approximately 5000 square feet of space in the building.

A survey was made to ascertain whether it would be desirable to have an office at Mobile at this time. It is brought to the Director's attention at this time that we have considered Mobile in the past but due to the unavailability of space we had not opened any office there. Mr. Guhane recommends that the Southern District of Alabama and the Northern District of Florida, which includes Pensacola, and which territory is shaded in on the attached map, should comprise the Mobile Territory. Mr. Danner at Miami is of the opinion that the Northern District of Florida should remain under the jurisdiction of the Miami Office.

PENDING WORK

As of January 1, 1942, there were 1720 cases pending in the Birmingham Office; 1190 National Defense Cases; 530 Regular Cases; and 557 cases assigned to the police. In the Mobile Territory there were 485 cases pending, subdivided as; 335 National Defense Cases; 150 Regular Cases; and 176 cases assigned to the police.

The Miami Office on January 1, 1942, had pending 2999 cases, subdivided as follows: 2434 National Defense Cases, 565 Regular Cases; and 585 cases assigned to the police. The Northern District of Florida, with 178 cases pending; 75 National Defense Cases; 103 Regular Cases; and 42 cases assigned to the Police would be included in the Mobile Territory.

Should there be a district established covering the Southern District of Alabama and the Northern District of Florida, as of January 1, 1942, the following cases would have been pending: 663 Cases; 410 National Defense Cases; 253 Regular Cases; and 218 cases assigned to the police.

9 APR 19 1942
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ALL INFORMATION CONTAINED
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DATE 8/6/90 BY SP5CJ/oms

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There would remain at Birmingham 1235 cases and there would remain at Miami 2821 cases.

In addition to the actual cases presently pending in the Northern District of Florida, there are 128 leads to handle in that particular judicial district, arising out of pending cases in the Southern District of Florida.

REASONS FOR AND AGAINST OPENING THE OFFICE AT MOBILE

SAC Guinane states that there will be a large increase in the work in the Mobile Territory due to the declaration of war; that the city of Mobile has doubled its population during the last two years, population estimated to be 150,000. Mr. Guinane points out that the following vital National Defense industries are located in Mobile: Alabama Dry Dock and Shipbuilding Company; Aluminum Ore Company; Gulf Shipbuilding Company; and the Southern Army Repair Base. These plants are all being enlarged and there are numerous other National Defense Plants in that territory.

Mr. Guinane also points out that the office would also cover Pensacola, where at the present time there is located one of the largest United States Naval Air Bases in the country. There is also located there considerable Army activity.

SAC Danner states that he would object to the transferring of the Northern District of Florida away from the Miami Office, stating that at the present time the work in that area can be handled by one and one-half Agents and two at the most at any time. It is not believed that this objection of Mr. Danner's is a real objection. There is more work to be gotten from the Northern District of Florida. In the Pensacola Area alone, there is a tremendous increase in air bases and should be a tremendous increase in the amount of work. The United States Attorney from the Northern District of Florida, G. W. Hoffman, is located at Pensacola, and is a very vigorous prosecutor; and in the past has insisted that certain cases, in the absence of our Resident Agent at Pensacola, be handled by one of his assistants so that the necessary prosecution can be had. The United States Attorney Hoffman, who is friendly with the Bureau, has on numerous occasions in the past stated there is sufficient work in Pensacola to have a man there at all times.

Mr. Glavin advised the Conference that from his inspection of the Miami Office he is in agreement that there is much more work in the Pensacola Territory to be developed than has been developed up to the present time.

POPULATION

In the event a field office is opened at Mobile, it would cover a population of approximately 900,000 persons.

PRINCIPAL CITIES

The Mobile Office would have as principal cities Mobile itself, which at the present time has grown to approximately 150,000 people and Pensacola which, although the Atlas figure shows, 31,000, is probably more than double that number at this time.

TRANSPORTATION FACILITIES

There would be no difficulty concerning transportation facilities in so far as the Mobile Office is concerned. The city of Pensacola would be much easier to reach from Mobile than it is from Miami. At the present time more than a day's time is spent in getting to Pensacola from Miami if it is necessary to travel from that city. There is a Resident Agent assigned to Pensacola at the present time. There are five Resident Agents assigned to the Mobile Area.

The Conference recommends that steps be taken to secure the necessary space at Mobile for the opening of an office there. This space will be in a Federal Building and will not cause any increase in rentals in so far as the Bureau field divisions are concerned.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Gravin
Secretary

Attachments
2/2/42

Addendum: I was not present when the Executives Conference considered the opening of an office at Mobile. I very definitely disagree with the recommendation. I see no reason whatever for 2 offices in Alabama. The Birmingham office has only 1720 pending cases. In the Mobile territory there are 485 cases which would be supplemented, under the Executives Conference recommendation, by 178 cases pending in the Northern District of Florida, making a total of 663 cases. Mr. Danner states that the work in the Northern District can be handled by 1½ or 2 Agents at the most.

Clyde Tolson

WRG:jh

January 21, 1942

27076

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Tracy, Rosen, Carson, Holloman, Quinn Tamm and Glavin considered a memorandum submitted by Mr. Clegg advising that representatives of the SAC Conference in Chicago had asked the specific question as to whether the Bureau would pay the expenses of "big speakers" who appear on the open sessions of the FBI quarterly police conferences.

It was pointed out by Mr. Clegg that the Agents in Charge felt that if some arrangements could be made whereby the SACs could pay the hotel and travel expenses of the "big speakers" who are appearing as speakers on the program in the same manner in which faculty members are remunerated for their expenses while lecturing before the FBI National Police Academy, there would probably be some beneficial results. It was also pointed out that a safeguard could be inserted that the Bureau would have to approve in advance the individual speakers and the general character of the expenses.

The Conference was unanimously opposed to the adoption of this suggestion which would mean the payment of traveling and hotel expenses of any outstanding individuals who might appear before our quarterly police conferences. Should the Director approve the conference recommendation in this matter, appropriate notification will go forward to the Field.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

3 FEB 11 1942

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FBI RECEIVED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-142

HHC:MET

January 25, 1942

27053

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Rosen, Nichols, Hince, Carson, Ladd, Glavin, Tracy, Holloman, Q. Tamm, and Clegg being present, considered the suggestions of Special Agent Curtis O. Lynum as follows:

1. Since the training in photography given Agents was with expensive equipment which was carried out of the headquarters office only when such need arose, the Conference unanimously recommended unfavorably that the Bureau obtain cheaper photographic equipment so that Agents could carry it along on road trips. It was felt that this would be an additional thing that the Agents would have to carry and few of them would have need for it. It was felt by the Conference that the special, carefully selected equipment in the field office should satisfy the needs.

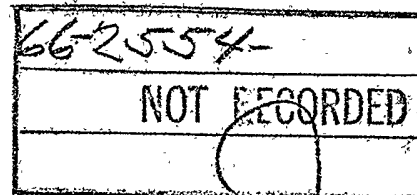
2. Concerning the suggestion that duplicates of sources of information and contact cards be prepared and maintained by Resident Agents, the Conference unanimously recommended unfavorably since there should not be established a duplication of facilities at resident agents' headquarters since the offices are not occupied at all times and even when the cards were locked up, they would not be personally guarded, and since this would establish an undesirable tendency to make a resident agent's office into a field office and since information could be obtained from a field office quickly, by telephone when necessary, and since a resident agent can, while in the headquarters city of the field office, examine the cards and make any temporary notes which he has need to make from the records in the office, it was felt that this suggestion should be disapproved.

If approved, a letter to Agent Lynum has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C/10ms

ORIGINAL FILED IN 66-6116-646

January 23, 1942

SJT:jm

27054

THE DIRECTOR

RE: PERSONNEL
OFFICE OF CENSORSHIP

Mr. Crowe of the Investigative Division, Civil Service Commission, telephoned to advise that the Commission has received a request from Mr. Price of the Office of Censorship for a minimum of 10,000 employees. Mr. Price has requested of the Commission that these employees be checked against the subversive indices of the Federal Bureau of Investigation, this in addition to the fingerprint search made against the Identification Division's criminal files.

I told Mr. Crowe I would take this matter up with the Bureau and would call him today and arrange for a meeting at the Civil Service Commission within the next day or so to discuss the most practical way of handling the matter.

I conferred with Mr. Ladd and we are of the opinion that it will be necessary for the Bureau to handle the request; however, that we should do so only on the basis of previous arrangements with the Civil Service Commission made by the writer for a check of those names on which the Civil Service Commission during the course of its investigation has discovered some evidence or information indicating the particular person might be engaged in subversive activities of some type or kind. This would limit, of course, the number of searches to the point where it would be possible for the National Defense Division to make the name check requested.

Mr. Ladd and the writer also believe Mr. Hince should contact Mr. Price advising him of the organization of the Bureau's files in order that he will understand the type and kind of a check that can and will be made by the Bureau.

RECOMMENDATIONS

(1) It is recommended that the Civil Service Commission be advised that the FBI will make the name check of these persons on whom the Civil Service Commission has developed information leading to the belief that they may be engaged in subversive activities.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED 323,013
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MEMO FOR THE DIRECTOR

Page Two

(2) That Mr. Hince as supervisor of censorship matters, advise Mr. Byron Price of the Office of Censorship or his representative, of the arrangements made by the Bureau with the Civil Service Commission with regard to the name check of the subversive indices as well as the fingerprint check for criminal records in order that Mr. Price's organization will understand the limitations of a name check of this type from the practical standpoint.

Respectfully,

S. J. Tracy

Addendum: 1/27/42 (jm)

The Executive Conference unanimously approved both recommendations.

Subsequently I informed Mr. McMillan of the Civil Service Commission, Investigative Division, that the Bureau would be able to handle name searches only in those instances where the Civil Service Commission's investigation has disclosed information indicating the applicant may be engaged in subversive activities.

ST

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:MET

January 25, 1942

27750

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/10MS

The Executive Conference, Messrs. Tolson, E. A. Tamm, Carson, Holloman, Glavin, Ladd, Nichols, Rosen, Q. Tamm, Hince, and Clegg being present, considered the various suggestions and observations made to Mr. Clegg by Special Agents in Charge during the course of the SAC conferences held throughout the field recently.

The suggestions were dealt with numerically as they appear in the attached memorandum and the recommendations are as follows:

1. Concerning the suggestion that official cars be assigned to Special Agents to take to their homes at night since taxis are not available for personal cars and personal cars will be stopped for blackouts in certain coastal areas, and since it is required that an official sign be pasted on a car in order for it to operate during a blackout, the Conference unanimously recommended that for the West Coast offices, namely, Seattle, Portland, San Francisco, Los Angeles, and San Diego, the Special Agents in Charge be authorized to permit several key men of each office as selected by the SAC to take official cars to their homes at night with the understanding that they would be used solely for official purposes.

2. Concerning the relationship between local SACs and the censorship establishment, it was unanimously agreed that this relationship should be close and cordial; that the local censorship establishments should refer to the local office of the FBI those things that were local in character and which were of an emergency nature; that regular and routine informative intercepts, however, should be sent through regular channels to Washington. A bulletin prepared and presented to the Conference by Mr. Hince has been written, incorporating this recommendation unanimously approved by the conference.

3. Concerning the teletype message which came from the Bureau advising that 45 hours per week would be the regularly required work for all employees, and comments made by some of the SACs that clerical employees need time off to get their hair dressed and for other purposes, and in view of the fact that the SACs recommended that some sort of explanatory letter be sent to the field supplementing the teletype and explaining that it is to be the general practice in the Government departments to work 44 to 45 hours per week, and explaining the requirements of a wartime emergency, Messrs. Glavin, Tracy, Q. Tamm, Nichols, Holloman, Hince, E. A. Tamm, and Tolson recommended unfavorably since extensive publicity had now shown that there was a requirement for more hours' work per week in most Government departments and it was nothing further that could be said in addition to the teletype message.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Miss Gandy _____

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NOT RECORDED

ORIGINAL FILED

27051
Messrs. Rosen and Clegg recommended that such a letter be prepared to the field explaining the situation in greater detail for the benefit of the clerical employees and incorporating the requirements of the Department of Justice and the fact that other Governmental departments now require work on Saturday afternoon.

4. Concerning the complaint that code messages on Bureau applicant and other routine cases were being sent by radio to the San Diego office, the following recommend that plain language teletype messages be utilized in sending expedite messages to San Diego on routine cases and Bureau applicant cases: Messrs. Glavin, Q. Tamm, Rosen, Holloman, Nichols, Hince, Tolson, and Carson.

Mr. E. A. Tamm and Mr. Clegg recommended that whether the message went by radio or teletype when it related to Bureau applicants or other routine cases, it should be sent in plain language rather than code.

5. Concerning the complaint that although the Bureau insists that but one subject appear in a communication, yet as many as 57 subjects appear in Bureau letters, particularly follow-up letters on applicant cases, Mr. Glavin recommended and the Conference unanimously agreed that there be no further letters following up applicant cases. If it is necessary to follow them up, teletype or telephone, as the case demands, should be used.

6. Concerning the complaint that applicants are being referred to field offices for interview when they do not have the basic qualifications required, Mr. Glavin is making a spot check of communications emanating from the Chief Clerk's Office to see if there is any basis for this complaint and in order to take any corrective steps if the complaint is established.

7. Concerning the announcement that the SACs were to make no requests for services either investigative or technical and that they were to refer no complaints to the Federal Communications Commission, Mr. Ladd and Mr. Tamm advised a new bulletin advising of the change in Bureau policy had been prepared which would clarify this matter.

8. Concerning the allegation that the Knoxville Office is required to have an Agent on duty from midnight to 8:00 A. M., Mr. Glavin is checking to determine what difficulty exists in this connection if any.

9. Concerning the suggestion that in Selective Service Act cases when numerous inquiries are received from other offices or from within a field division stating the possible selective service violation by a subject, when the subject is not a violator, no report would be prepared. The Conference unanimously recommended that this be approved and a bulletin be sent to the field to this effect.

10. Concerning the filing of material in applicant files there were two views as to what should be done with unfavorable recommendations and with letters which were sent to a field office requesting application blanks.

Messrs. Tracy, Q. Tamm, E. A. Tamm, Rosen, Nichols, Holloman, Carson and Clegg recommended that when letters were received requesting applications, the application be placed in an envelope without a letter and sent to the individual requesting the application form and that the SAC could either return the letter of the applicant or destroy it without filing.

Messrs. Glavin, Hince, Ladd and Tolson recommended that such letters be filed in a miscellaneous zero file and indexed.

All were in agreement that such letters should not be made a part of a new and separate file for each such communication.

All were in agreement that in the event unfavorable recommendations were made on an applicant, a copy of the recommendation should be placed in an appropriate zero file in the office instead of separate files being made up. The files in question would be organized so that there would be one zero file for technical applicants, another for clerical applicants, and another for Special Agent applicants.

11. Concerning the request that clarification be made as to whether references to ONI and MID sources of information should be placed as references in a report, Mr. Tamm explained that he orally explained this to the SACs.

12. Concerning the allegation that follow-ups which require answers in some instances and routine follow-ups were being received in field offices frequently in cases where reports had already been sent to the Bureau from two to six weeks previously, Mr. Tamm obtained some names of subjects so that the files could be pulled and examined in such cases and the present requirement and practice that one copy of all incoming reports goes to the file will alleviate such situations in the future.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Q1:222

January 26, 1942

27009

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Clegg, Ladd, Tracy, Holloman and Quinn Tamm being present, was advised that three types of alien registration reports are submitted by the Recording Section of the Identification Division at the present time. These are a weekly report and two monthly reports (one addressed to the Director and one to the Attorney General).

RECOMMENDATION

The Conference believes that these reports can be consolidated and recommends that the Identification Division submit one monthly report to the Director concerning the progress made on alien registration fingerprint cards.

If you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 8/6/96 BY SP5C/110MS

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NOT RECORDED

ORIGINAL FILED IN 66-22932-4-115

HHC:BG

February 24, 1942

THE DIRECTOR

K
The Executive Conference, those present being Messrs. Glavin, Rosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Hince, Ladd and Clegg, considered a suggestion of Special Agents D. J. Williams and G. N. Willis that there be added to the In-Service School schedule a discussion of the topic "Report Writing."

The Executive Conference unanimously recommended that this course be given.

Special Agent Willis also suggested a reduction in the amount of firearms training at Quantico.

This was recommended unfavorably by the Conference.

Mr. Willis suggested further that there be some discussion in the In-Service School on general investigative subjects. The course now provides only a panel forum on the general Investigative Division of the Bureau's work, which that Division has announced was entirely adequate. It was agreed by the Conference, in view of the suggestion made, that some time be allocated to general investigative subjects, and the following additional subjects are therefore recommended for the In-Service School:

<u>Subject</u>	<u>Time to Cover</u>	<u>Lecturer</u>
Report Writing	1 hour	J. M. Lopez
Mr. Tolson _____ Antitrust, Anti-Racketeering		
Mr. E. A. Tamm _____ (Labor Aspects), and Kidnaping		
Mr. Clegg _____ Investigations	30 minutes	C. A. Grill
Mr. Glavin _____		
Mr. Ladd _____ National Motor Vehicle Theft Act	30 minutes	A. E. White
Mr. Nichols _____		
Mr. Tracy _____ White Slave Traffic Act Investi-		
Mr. Rosen _____ gations - New legislation affecting		
Mr. Carson _____ our jurisdiction	30 minutes	A. R. Martin
Mr. Coffey _____		
Mr. Hendon _____		
Mr. Holloman _____		
Mr. Quinn Tamm _____		
Mr. Nease _____		
Miss Gandy _____		

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HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C10ms

ORIGINAL FILED IN 1-19-114

HHC:BG

February 25, 1942

THE DIRECTOR

Re: Assignment of Cases to Actual and Quasi-
Official Investigators and to Private
Agencies to Relieve Burden on Bureau Agents.

A conference of Special Agents in Charge Brantley, Harmack
and Johnson was held on the morning of February 25, 1942, to consider
this project and the possibility of trying it out in the three divisions
represented, viz., at Kansas City, Atlanta and Chicago. The following
information and observations were obtained:

AT CHICAGO

The Organization. The agency which has offered its services
in Chicago is the Investigative Department of the Illinois State
Department of Finance. Its jurisdiction is limited to Cook County. Its
investigations are of delinquencies in occupational taxes. The organization
is directly responsible to the State Director of Finance and Mr. Charles F.
Cutter is in charge of the Cook County operations. The organization has
a total of 100 investigators, plus 10 supervisors.

Types of Personnel. The 100 investigators are politicians.
They have not been investigated. Even Mr. Cutter cannot vouch for them.
The 10 supervisors are trustworthy and were hand-picked and selected by
Mr. Cutter on the basis of their loyalty, their intelligence and their
investigative experience. Mr. Cutter would not personally trust the
investigators of his own force.

What They Can Do. Mr. Cutter urges that 15 to 25 cases be assigned
to him now on an experimental basis. If their work is satisfactory, he
believes they eventually can cover 50 cases per week and the investigations
will be conducted in connection with the other work which they perform about
Cook County. They would make no charge at this time for their work and they
are able to see no future costs involved. The 10 supervisors each have a
car available to them and it is assumed that the investigators have automobiles
which they use.

Method of Operation. The procedure recommended by Mr. Cutter
is that the cases be turned over to the 10 supervisors, who are trustworthy,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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in a manner similar to the way in which they are turned over to local police departments. The supervisors would then prepare individual leads which would be issued to the various investigators under them. These leads would be handled by the investigators and they would report back, on a form provided, to the supervisor. The supervisor would collect all the developed leads, organize them by putting the reports together and submit them to the Chicago office.

Who Would Know About This Work. The Director of Finance suggested that Mr. Cutoff make this offer to the Chicago office. He would be told that the work was being done but he need not know the scope or volume of the work. The FBI, he promised, would be completely in the background. The Bureau would furnish information to supervisors, similar to that furnished to police, and the organization would keep no copies of the reports submitted.

AT ATLANTA

The Organization. The only agency suggested by the Agent in Charge for favorable consideration was the Retail Credit Company. All the state organizations are politically controlled by Governor Talmadge.

Nature of the Organization. The Retail Credit Company has 175 branch offices, 1,800 full-time inspectors and some attorneys who assist on a correspondence basis. The organization is now making war industry reports covering investigations of national defense plant employees and applicants. The scope of their investigation covers the following headings: education, present employment, former employment, citizenship and loyalty, criminal record and personal character. The investigation would cover inquiries in one city for a period of five years back from the present date. Their charge is \$1.50 per report, which would cover approximately a page and a half, as per sample attached, except as shown in specific tables, samples of which are as follows: Alaska, \$2.75; Baltimore, \$2.25; Chicago, \$2.25; Miami, \$2.00; Kansas City, \$2.00; Philadelphia, \$2.25; Seattle, \$2.00; San Francisco, \$2.25.

Special Personal History Report. The charges for these reports, which are in greater detail and will cover a scope of investigation specifically requested, are \$2.50 per hour of the inspector's time. The average cost on the reports presently being made, sample copies of which are from two to three pages in length, is \$7.85 per report.

Method of Handling. It would be unnecessary to identify the FBI in any way. They would use either the name of a branch manager as the contracting agency or perhaps it would be possible to set up dummy corporations. The branch managers would know, of course, that this work was being performed for the FBI.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

AT KANSAS CITY

State of Kansas. The Governor will be glad to make the investigators of the State of Kansas available. They have a total of 180 investigators of all types ranging from hotel and restaurant inspectors, sales tax investigators, cigarette and tobacco tax investigators to right-of-way agents, sand and oil loyalty inspectors and others. All of them are politicians. The Governor has agreed that the SAC could meet with the heads of each of these groups, either bringing them to the capital or Kansas City, and instructions could be given. The Governor leaves office next year.

State of Missouri. The Governor has advised the Kansas City office that he will be glad to cooperate. He has a total of 1,253 various types of inspectors and investigators, including case workers in social welfare work which number over 600 and the remainder made up of such groups as bus and truck inspectors; weight inspectors with the Highway Commission; income tax, oil and sales tax auditors and inspectors; "Blue Sky" Law investigators; bank examiners; fishing and game inspectors; and the like.

These, too, are politicians of varying abilities.

TYPES OF CASES WHICH WOULD BE ASSIGNED

If this project is approved, the following types of cases are in mind for assignment:

Non-specific complaints; cases wherein no prominent citizens are involved; and, in general, following the types of cases presently being assigned to police departments.

ADVANTAGES

1. Help is needed.
2. It will save time and cost.
3. Most of these investigators, it is believed, would be loyal.
4. It would help the FBI concentrate on major cases.

Memo, for Director

3895 Page 4

UNDESIRABLE FACTORS

1. Some of the investigators would no doubt do things in the name of the Bureau which would be embarrassing and perhaps dishonest.
2. There is no way to keep these needs secret.
3. The Civil Liberties League and such groups would object and protest.
4. It would cheapen the FBI in the minds of the public and complainants.
5. The police would likely object to the intrusion of outside agencies.
6. The citizens would feel "let down."

EXECUTIVE CONFERENCE CONSIDERATION

The Executive Conference considered the above. The following were present: Messrs. Tolson, Glavin, Brantley, Q. Tamm, E. A. Tamm, Johnson, Hendon, Carson, Rosen, Holloman, Harbock and Clegg. Unanimous recommendations were made as follows:

1. That cases of a type which should and could be assigned to police should be assigned in the Chicago, Kansas City and Atlanta Divisions on a ninety day trial basis to the following:

a. Official investigating agencies selected by the SAC which are regularly constituted state, county or municipal agencies.

b. Railroad special agents and other selected investigators and law enforcement officers who are deputized as deputy sheriffs or as policemen with the power of official law enforcement officers granted to them when the SAC believes these agencies should be used in his territory.

c. An effort should be made to avoid strictly political groups without competency and such groups as the one headed by Bielski or others with whom it would be undesirable to be thus affiliated. The SACs from their acquaintances should carefully select the groups and then thus expand on the present system of cases to regular police departments so that other constituted official agencies and commissioned agents could be utilized, the cases being assigned to them in the same manner as they are now assigned to the police, that is, through their superiors.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Memo. for Director

Page 5

It was further recommended that none of these individuals work out of the office but that the cases be sent to them through their superiors and that the same procedure as is presently being used in assigning cases to police be utilized.

In view of the cost involved and in view of the likelihood of conflict with accounting officials of the Government and in view of the unofficial status of private investigating agencies such as Retail Credit Company, it was recommended that no such agencies be employed to conduct such investigations. It was recognized that to use such agencies would be placing some sort of endorsement on them; that it would make unfriendly other similar groups and that police would resent the private detective type of individual engaging in law enforcement work.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CO: Mr. Glavin

A telegram to the SACs at Atlanta, Kansas City and Chicago is attached hereto, if this is approved.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Q13nac

February 26, 1942

33948

THE DIRECTOR

A
①
The Executive Conference, Messrs. E. A. Tamm, Clegg, Hendon, Holloman, Glavin, Rosen and Quinn Tamm being present, considered a suggestion submitted by William Ward McCabe, an employee in the Fostering Section of the Identification Division, that the method of filing criminal data in the jackets be changed so that all out-of-date, revised and corrected material be removed from the jacket and filed in some storage space. Mr. McCabe pointed out himself in his suggestion that in working this change in the Identification Division, originally it would entail considerable work.

The Conference feels that the only result of this suggestion would be a small saving in space. It would be a tremendous project in the Identification Division and is not believed practical at the present time.

If you approve, there is attached hereto a letter to Mr. McCabe so informing him.

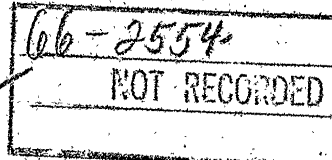
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C10ms

ORIGINAL FILED IN 66-1171-1299

OT:mac

February 26, 1942

33847

THE DIRECTOR

A

The Executive Conference, Messrs. Tolson, Glavin, Hendon, Rosen, Holloman, Hince and Quinn Tamm being present, considered a suggestion submitted by Richard J. Abbey, a clerk in the San Francisco Field Division, that the Bureau station in various Field Divisions throughout the Field trained fingerprint men, whose duty would be to check fingerprint cards for legibility, that is, whether or not the cards are properly recorded so they can be classified. Abbey pointed out this would materially reduce delays in time for fingerprint cards to be returned to the submitting agencies.

The Conference is unanimously of the opinion that this suggestion will not be practical. It will necessitate the assignment away from Washington of at least fifty fingerprint employees and the purpose accomplished would not benefit the Bureau.

If you approve, there is attached hereto a letter to Abbey so informing him.

Respectfully,
For the Conference

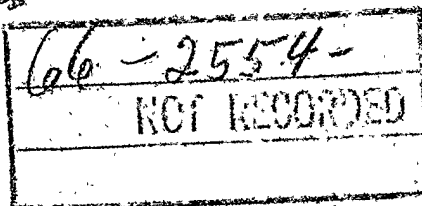
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

9 MAR 14 1942



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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C110MS

ORIGINAL FILED IN 32-0-

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WRG:lrd

March 1, 1942

25346

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hines, Clegg, Holloman, Nichols, Rosen, Quinn Tamm, Carson and Glavin was advised by Mr. Glavin that information had been secured from the Civil Service Commission that there are a number of positions in other departments connected with the welfare, health and safety of employees and that these positions without exception are in grade CAF-9, \$3200 per year and the duties of the incumbents are to supervise the work in connection with the welfare, health and safety and assists the Director of Personnel in grievance cases and is responsible under the direction of the Director for employee relations activities.

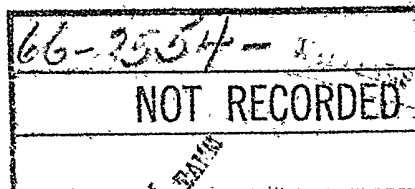
The Conference is of the very definite opinion that no changes should be set up in the Bureau at the present time, that recreational activities should be handled in the manner in which we have previously handled them and various Assistant Directors advised Mr. Quinn Tamm, President of the FBI Recreation Association that representatives of the various divisions would be available to assist the recreation officer of the Recreation Association in the functioning of his recreational programs for Bureau employees.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5CJL/oms

ORIGINAL FILED IN 66-2554-1

28345

NRG:lrd

March 1, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Rosen, Holloman, Hince, Quinn Tamm and Glavin was advised by Mr. Glavin that one of the employees of the Chief Clerk's Office was accosted by a soldier at 11:30 P.M. on February 18, 1942, at which time she was on her way home from work.

The Conference suggested that a communication go forward to Mr. Quinn of the Department suggesting that the lights be put on in the lobby and at the entrance to the building so as to eliminate the possibility of undesirables lurking in the vicinity of the entrance.

For the Director's information, from about 11:00 P.M. to 12:30 A.M. there are a number of youngsters, soldiers and others loitering around the entrance to the building and it is believed that with sufficient lighting facilities those who have no particular business there, waiting for friends or wives to get off work, will not hang around.

The Conference also recommends that an additional communication go forward to Superintendent Kelly of the Metropolitan Police Department suggesting that additional police protection be given.

The Conference further suggests that a communication go forward to the Brigadier General of the Washington Provisional Brigade suggesting that military police also be assigned to the Ninth and Pennsylvania Avenue corner during those hours. For the Director's information military police are assigned in various sections of the city at the present time and our request at this time for such additional protection will not be out of order.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

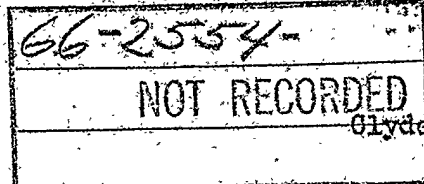
Mr. Nease _____

Miss Gandy _____

Such communications are attached hereto for the Director's approval.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman



2 MAR 14 1942

Attachments

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5CJ/DMS

W. R. Glavin, Secretary

ORIGINAL FILED IN 62-2554-12

25944

WRG:lrd

March 1, 1942

MEMORANDUM FOR THE DIRECTOR

Mr. Glavin advised the Executive Conference consisting of Messrs. Tolson, Rosen, Clegg, Hendon, Holloman, Hince, Quinn Tamm and Glavin, that there had been some inquiry concerning the desirability of shipping additional firearms and ammunition to the San Juan Office so that it would be equipped for any eventuality. Mr. Glavin pointed out to the Conference that the following firearms equipment is assigned to that office:

- 1 Gas Gun
- 2 Thompson Sub-machine guns, with one 50 shot drum and 8 clips
- 1 .357 Magnum revolver
- 1 .38 Colt Official Police Revolver
- 4 Remington Model .81 rifles
- 2 Remington Model 31 Shotguns

In addition thereto, there are two revolvers assigned to the office in addition to revolvers assigned to personnel. Sufficient ammunition is on hand to adequately take care of the needs of the office with the above-mentioned equipment.

SAC Gleason, in discussing this matter with Mr. Tolson, stated that additional firearms and ammunition were not needed at the San Juan Office at this time.

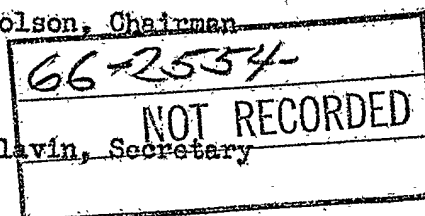
The Conference is of the opinion that further firearms equipment should not be forwarded to the San Juan Office at this time.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Tracy _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Respectfully submitted,
 FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary



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ALL INFORMATION CONTAINED
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 DATE 8/6/90 BY SP5/elloms

ORIGINAL FILED IN 66-3760-49

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

RG:lrd

March 1, 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Holloman, Hince, ~~Quinn Tamm~~, and Glavin was advised by Mr. Glavin that the Bureau's Bus Drivers who transport Retrainees and new Special Agents to Quantico are now finding it necessary to pay for their food at the Quantico Barracks in view of the recent ruling by the Hostess House officials there.

The charge for meals at the Hostess House is 55¢ for breakfast, lunch and dinner. Mr. Glavin pointed out to the Conference that inasmuch as the maintenance employees of the FBI Barracks at Quantico are being taken care of through the tip fund, not making it necessary for them to pay for their meals, that by all means the Chauffeurs should receive the same benefits.

For the Director's information, the Chauffeurs going to Quantico, Virginia, leave their homes about 5:00 in the morning and return home late in the evening. It is always necessary that they have at least two meals at Quantico. They are receiving a salary of not more than an average of \$1440 per year. They all have families and they can ill afford to pay at least \$1.10 per day for food.

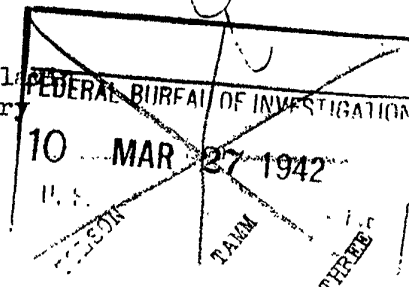
Mr. Glavin is of the very definite opinion that the benefits given to the maintenance force at the Quantico Barracks should most certainly be given to the Chauffeurs.

The Conference is in thorough agreement and recommends that the meals for the Chauffeurs be paid out of the tip fund at Quantico.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

[Handwritten signature]
Secretary



WRG:lrd

March 1, 1942

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Clegg, Holloman, Nichols, Rosen, Quinn Tamm, Carson and Glavin considered a suggestion made by Lawrence T. Gurley, Stenographer in the Birmingham Office, that the Bureau consider the establishment of a clerical employee insurance fund to be founded and maintained throughout the field in a manner similar to that now held by Agents.

This suggestion has been considered on numerous occasions in the past by the Conference and has been unfavorably reported on.

The Conference at this time does not feel that further consideration should be given this suggestion inasmuch as the Agents' Insurance Fund is a fund set up primarily due to the hazardous occupation of the Agents and if such a fund were set up for clerical employees it would be a regular mutual insurance undertaking which it is not believed the Bureau can handle at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554
RECORDED
MAR 31 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5/elloms

ORIGINAL FILED IN
66-4182-1119

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WRG:lrd

March 1, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Hince, Clegg, Holloman, Nichols, Rosen, Quinn Tamm, Carson and Glavin considered the possibility of communicating with the Department to speed up the issuance of salary checks.

The Conference is aware of the fact that under existing law the individual Disbursing Agents in the various departments have been eliminated; however, it feels that a memorandum should go forward to Mr. Quinn at this time suggesting that steps be taken by the Department to secure legislation which would permit the Department to have its own Disbursing Officer. The Conference feels that this would be a desirable procedure since there is a great deal of waste time in securing salary checks for new employees at this time and even though our average time is about three weeks for a new employee to get his first salary check which is far above the average time for other Government services, there are cases known in the war agencies where employees have been on the rolls for three and four months and have not yet received any salary checks whatsoever.

The Conference understands that special arrangements have been continued by the Chief Clerk's Office in securing expeditious handling of our checks; however, these arrangements may bog down at any time through lack of cooperation by the Treasury Department. Therefore, a suggested memorandum to Mr. Quinn is attached hereto.

Respectfully,
FOR THE CONFERENCE

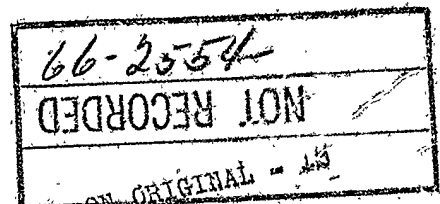
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C11DM5

ORIGINAL FILED IN 66-2554-19

JOHN EDGAR HOOVER
DIRECTOR



WRG:lrd

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

March 1, 1942

Mr. Tolson ☒
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Glavin ☒
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Tracy ☒
Mr. Rosen ☒
Mr. Carson ☒
Mr. Coffey ☒
Mr. Hendon ☒
Mr. Holloman ☒
Mr. Quinn Tamm ☒
Mr. Harbo ☒
Tele. Room ☒
Tour Room ☒
Mr. Nease ☒
Miss Gandy ☒

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Rosen, Holloman, Hince, Quinn Tamm and Glavin considered a request made by Mr. C. A. Brown, Tournament Manager of the National Mid-Winter Pistol Matches at Tampa, Florida, requesting the presence of Captain T. F. Baughman and Agent Walter R. Walsh to assist in training attending police officers in the use of firearms.

Mr. Brown states that since the matches at Camp Perry have been discontinued many of the law enforcement officers who have never had the opportunity of attending the school have requested that a pistol school be held in conjunction with the National Mid-Winter Pistol Matches scheduled for Tampa, March 19th to 22nd. If a pistol school is held it will be held three days prior to the matches; that is, the 16th, 17th and 18th of March.

The Conference points out that Mr. Baughman at the present time due to his recent hospitalization would not be able to attend these matches; however, it recommends that Special Agent Walsh be directed to attend.

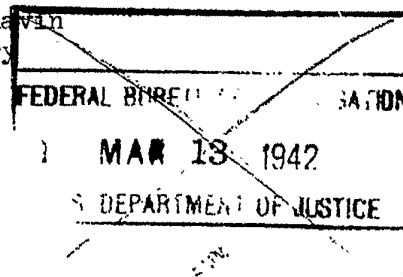
Subject to the Director's approval, a letter to Mr. C. A. Brown is attached.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments



WRG:lrd

March 1, 1942

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Ladd, Holloman, Nichols, Carson, Rosen, Hince, Quinn Tamm and Glavin considered a suggested Bureau Bulletin to the field of an informative nature concerning the submission of vouchers and the purchase of supplies and equipment.

The suggested bulletin attached hereto has been approved by the Conference.

For the Director's information this bulletin explains to the field that the Bureau is now retaining its own accounting records of supplies and equipment from the Department and certain accounting procedures must be followed so that we may have accurate records here which will be acceptable to the General Accounting Office at all times.

Respectfully submitted,
FOR THE CONFERENCE

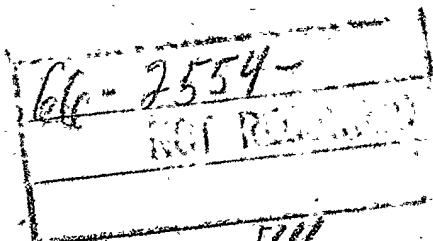
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAR 17 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-121

35938

March 3, 1942

ECI:DV

THE DIRECTOR

With reference to the letter dated February 25, 1942, received from J. M. Elizalde, Resident Commissioner of the Philippines to the United States, the Executive Conference consisting of Messrs. Glavin, Quinn Tamm, Carson, Hendon, Clegg, Holloman, Nichols, Ladd and E. A. Tamm unanimously approved Mr. Hendon's suggestion that arrangements be made to utilize the services of Erasmo R. Cruz, Special Agent of the Division of Investigation of the Department of Justice of the Philippines, as an informant in the Los Angeles or San Francisco Offices. It was further suggested that arrangements be made for Cruz to interview Supervisor Leo L. Laughlin who could go into this possibility. A letter to Elizalde is attached.

The Conference also approved Mr. Clegg's suggestion that similar arrangements be made for the utilization of the services of Alberto J. Enriquez, Lieutenant of the Philippine Constabulary and a graduate of the FBI National Police Academy, present address, 1921 Sutter Street, San Francisco, California. A letter to the San Francisco Office is attached.

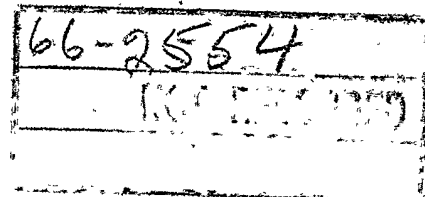
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-3-50

~~SECRET~~

25937

BT:mip

March 5, 1942

THE DIRECTOR

RE: REQUEST OF [REDACTED] ~~X~~
BUREAU 16 mm FILM, ENTITLED,
"TECHNIQUE AND MECHANICS OF ARREST"

~~X~~ Major Brooker, one of the instructors at
the confidential school recently attended by Mr. Coffey,
has requested through [REDACTED] that he be furnished the
Bureau's 16 mm. film entitled, "Technique and Mechanics
of Arrest".

RECOMMENDATION: The Conference, consist-
ing of Tolson, Glavin, Holloman, Glegg, Hendon and Tracy,
were unanimously of the opinion that this film should be
made available to Major Brooker. ~~X~~

If the Director approves, a copy of the
film will be furnished to [REDACTED] for delivery.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

~~Classified by SP5CJ/oms~~
~~Declassify on: OADR~~ 333,013

TO MAR 14 1942

~~SECRET~~

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Classified film in 62-9800-25937

NOT RECORDED
66-2554

AS

March 5, 1942

DHM:PH

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, C. Tamm, Nichols, A. Rosen, Hendon, Holloman, Carson and Clegg considered the revision of the faculty list contained in the booklet "Personnel Selection and Training in the FBI" which is in the process of revision and makes the following recommendations:

That Mr. Frank Ouchman be dropped from the faculty list since he is now with the War Department and apparently is not available for instruction before the Bureau's training schools.

That Chief of Police John A. Greening of Berkeley, California be retained on the list.

That Mr. Maxwell Halsey, former Assistant Director of Bureau for Street Traffic Research, Yale University, be dropped from the list since he is no longer connected with this Bureau.

That Mr. Donald Leonard, Captain, Michigan State Police be retained on the list.

That Dr. Miller McClintock, Director of the Bureau for Street Traffic Research, Yale University, be dropped from the list since the Bureau which he represents is no longer active in the training field and since he is Director in name only and has other outside interests.

Mr. Tolson _____ In accordance with Mr. Tolson's suggestion, the Conference recommended that the following individuals be added to the faculty list, and there are attached Mr. E. A. Tamm _____ biographical sketches of these individuals
Mr. Clegg _____

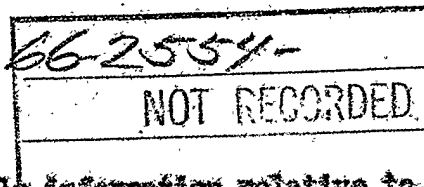
Mr. Glavin _____
Mr. Ladd _____ Archibald MacLeish
Mr. Nichols _____ Morris Leopold Ernst
Mr. Rosen _____ Benjamin Victor Cohen

Mr. Tracy _____
Mr. Carson _____ The files have been checked and no unfavorable information relative to these men was revealed.
Mr. Coffey _____

Mr. Hendon _____
Mr. Holloman _____ The Conference recommended against placing Justice Felix Frankfurter, also suggested by Mr. Tolson, on the faculty list.
Mr. McGuire _____

Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9 MAY 7 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C110MS

ORIGINAL FILED IN 1-10-11671

Memo for the Director

-2-

33935

The Conference recommended that the following outstanding law enforcement officers be added to the faculty list and biographical sketches of these men are attached hereto:

Fred Roff, Chief of Police, Harristown, New Jersey
Bodie A. Callinan, Chief of Police, Oakland, California
Charles W. Dulles, Chief of Police, San Francisco, California

The files have been checked and no unfavorable information revealed.

In addition to these, the Conference recommended that the following traffic experts and educators be added to the faculty of the FBI National Police Academy:

Traffic Experts

Paul Hoffman, President, Studebaker Corporation, South Bend, Indiana
Stephen James, Director, Highway Education Board, Washington, D. C.
Sidney J. Williams, Director, Public Safety Division, National Safety Council, Chicago, Illinois
D. Grant Mickle, President, Institute of Traffic Engineers, Detroit, Michigan
Harold Hammond, Director, Traffic Engineering Division, National Conservation Bureau, New York City
Thomas H. MacDonald, Commissioner, U. S. Public Roads Administration, Washington, D. C.

Educators

Frank Graham, President, University of North Carolina
John G. Bowman, Chancellor, University of Pittsburgh
William Kathor Lewis, President, Lafayette University
Harold W. Dodds, President, Princeton University
Robert G. Sprout, President, University of California
William F. Tolley, President, Allegheny College
Edmund E. Day, President, Cornell University
Dr. Vannover Bush, President, Carnegie Institute of Tech., D. C.

Biographical data concerning these men are attached. No unfavorable information was obtained relative to these men, with the possible exception of Frank Graham, President of the University of North Carolina. In checking the names against the indices of the Crime Records Division, it was found that Frank Graham has taken off the mailing list on June 27, 1949 and the notation appears on the card "National Republic Lettergram". The National Republic Lettergram is issued by William S. Steele, Managing Editor of the National Republic, and in Lettergram No. 103 issued in June, 1940, Frank Graham is listed as a member of the Executive Committee of the American Committee for Democracy and Intellectual Freedom. According to this lettergram, this committee was set up for the purpose of sniping the Dies Committee and defending radicals. The biographical sketch of Graham attached reflects that he is a liberal, but it will be recalled that he was recently selected by the President as a member of the National Labor Board.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

33336
Memo for the Director

-3-

If approved, the attached letters will be sent to the Special Agents in Charge in the divisions where these traffic experts and educators are located, requesting them to advise the Bureau immediately whether they have any information which would make it undesirable to invite these individuals to appear before the FBI National Police Academy. No active investigation as to the character and fitness of these men is contemplated. Following this, these individuals will be approached to determine whether they will be willing to appear before the Academy and arrangements will be made for certain specific subjects to be handled by each of them before the Academy.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. D. Glavin, Secretary

CC: Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

WRG:MTS

May 6, 1942 5332

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 8/6/90 BY SP5C110ms

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Hendon, Kramer, Ladd, Carson, Rosen, Clegg, and Glavin, considered a suggestion submitted by Special Agent L. N. Conroy of the New York Office concerning hours of duty.

It was pointed out to the Conference that Mr. Conroy states that in his contacts with applicants being considered for positions in the Bureau and with various clerical employees of the New York Office he has noticed strenuous objection to the recent rule requiring their presence at the office on Saturday afternoons, because under the present set up employees are not free during any time that the stores are open and further because practically all recreational activity in New York City is confined to weekends. Conroy believes that if arrangements were perfected whereby employees could have Saturday afternoons free, it would result in better morale, fewer resignations, and make it possible to secure new employees with less difficulty. He suggests that the hours of employment be scheduled for five days from 8:30 A.M. to 5:30 P.M. and on Saturday from 8:00 A.M. to 1:00 P.M., which would satisfy the present 45-hour week requirement.

Messrs. Tolson, Quinn Tamm, Hendon, Kramer, and Ladd are of the opinion that this would be a desirable procedure to establish for the entire field service. They do not believe it should be adopted for the Seat of Government at the present time, in view of the fact that the majority of the Seat of Government employees are working on a three-shift basis which would make such hours impossible. Mr. Clegg recommends that this procedure be approved for the New York Office only.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Messrs. E. A. Tamm, Rosen, Carson, and Glavin recommend against the adoption of such a schedule, feeling that the present hours are not working any hardship on Bureau employees and that if at any time the hours are going to be changed they should be changed for not only the field employees but also the Seat of Government employees. Those objecting to this change would have no objection if it were to be applied to all clerical employees throughout the service. Mr. Glavin in dissenting feels that the problem of morale is one which should be attacked from another angle than working hours, that it takes less hours for better morale, the Bureau is not gaining a thing, and the policies of the Bureau are being subjugated to

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Memorandum for the Director

- 2 -

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the frivolities of individual employees.

Should the Director approve the majority opinion in this matter, appropriate instructions will go forward to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

c
o
p
y ram

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

25931

JML:MS

March 6, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Q. Tamm, Nichols, Rosen, Hendon, Holloman, Carson, and Clegg being present, considered the two attached form letters presented by Mr. Clegg to be used in the handling of censorship matters. Mr. Clegg suggested that the attached form letter to Mr. Byron Price, Director of Censorship, would result in further streamlining the Bureau's work by reducing the amount of typing required in the individual preparation of such letters. A large volume of communications from the public concerning censorship matters are of a routine nature. The attached form letter for use in acknowledging receipt of such communications from the public also would result in a further streamlining of the Bureau's work.

The Conference recommended that the two attached form letters be approved as written and further recommended that a single copy of the form letter to Mr. Price be used for transmitting numerous communications to him and that no enumeration of such communications be necessary on the form letter. The Conference further recommended that no abstract slips be required, and that no yellow sheets of the form letter be retained by the Bureau. It was further recommended that no abstract slips or yellow sheets be required in connection with the form letter prepared for acknowledging receipt of communications from the public.

If approved, the attached form letters will be printed and used in connection with the handling of censorship matters.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

265
8 MAR 28 1942

cc-Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3223,613
DATE 8/6/90 BY SP5c/10ms

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JAG:18H

March 7, 1942

26930

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Nichols, Rosen, Tracy, Holloman, Q. Tamm and Clegg being present, approved the attached bulletin advising that certain Bureau bulletins issued prior to September 1, 1941, are still in effect and are not superseded by the Manual of Rules and Regulations, Manual of Instructions or National Defense Manual.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - W. R. Glavin

4 APR 23 1942

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HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C/LMS

NOT RECORDED

66-2554-
INITIALS ON ORIGINAL - 3

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March 8, 1942

26829

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Hendon, Rosen, Carson, Quinn Tamm, Tracy and Glavin considered a request of the Juneau Office that an electric refrigerator be purchased for the Juneau radio station personnel.

The Conference unanimously recommends against the purchase of such equipment, it being believed that appropriate facilities can be secured by the personnel of the Juneau radio station to properly care for any emergency food that they may have at the station without resorting to an electric refrigerator.

Subject to the Director's approval there is attached hereto a communication to Mr. Vogel regarding this matter.

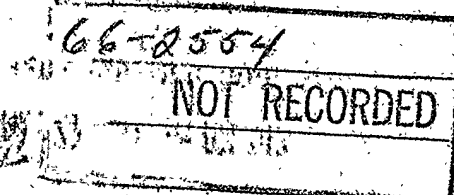
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
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DATE 8/6/90 BY SP5C/LDM/S

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26929

WRG:lrd

March 8, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Hendon, Rosen, Carson, Quinn Tamm, Tracy and Glavin considered a suggestion submitted by Miss Margery Williams of the Administrative Division that in the future in printing up statements of qualifications for positions in the Bureau these statements be dated so that there can be no embarrassment to the Bureau in the event an obsolete statement is in some manner forwarded to some interested person.

The Conference feels that this is a desirable procedure and there is attached hereto a letter of thanks to Miss Williams and a memorandum for the Chief Clerk concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5/LLM/S

MAR 21 1942
TOLSON
LEAHY
Clegg
Glavin
Hendon
Nichols
Rosen
Tracy
Quinn Tamm
Nease
Gandy

ORIGINAL FILED IN 66-2160-38

INITIALS ON ORIGINAL

2

WRG:lrd

March 8, 1942

36927

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Hendon, Rosen, Carson, Quinn Tamm, Tracy and Glavin considered a memorandum submitted by Mr. Halter concerning liquid paint for blackout markings.

An appropriate brochure of the advantages of this paint is attached hereto.

The Conference, after securing Mr. Clegg's opinion, was of the opinion that such paint is not necessary in the preparing of blackout quarters and therefore recommends that no further action be taken on this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SPSC110MS

ORIGINAL FILED IN 66-2554-2

25926

FROM

DO-7

OFFICE OF DIRECTOR, FEDERAL BUREAU OF INVESTIGATION

TO

OFFICIAL INDICATED BELOW BY CHECK MARK

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____
 See Me _____
 Note and Return _____
 Remarks:

*I note many
 memos from
 L. C. Conf indicate
 absence of Tamm.
 Ladd. It is
 most important
 they attend.*

RECORDED

66-2554-1945

FEDERAL BUREAU OF INVESTIGATION

MAR 9 1947

U. S. DEPARTMENT OF JUSTICE

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DATE 8/3/90 BY SP5C/oms

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March 9, 1942

SJT:ja

THE DIRECTOR

Re: C.W. Radio Network - Plan One

The Executive Conference was advised by Mr. Tracy of the request of the Bureau's radio engineers for the purchase of two 3,000 watt transmitters for installation at the Chesapeake Bay station and at San Diego. Two such transmitters are currently in production by the Collins Radio Company and will be available in July. They cost approximately \$10,000 each.

The Conference was advised that if the Bureau's expanding radio network would be expected to operate on a continuous basis or if it will be desirable to reach the Bureau's insular possessions and the stations being installed in South America, transmitters of greater power will be necessary at the two key points mentioned. The small 450 watt transmitters used as feeder stations can successfully operate intermittently to transmit information; however, they are not constructed for continuous heavy duty and continuous heavy duty is necessary both at the Chesapeake Bay station and at San Diego.

The Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Rosen, Nichols, Carson, Holloman, Quinn Tamm and Tracy were of the opinion that the large transmitter should be purchased for the reason that it probably will become necessary for the Bureau to send to all stations regardless of their distance instructions and messages.

It was pointed out to the Conference by Mr. Tracy that the continuous operation of the small transmitter at San Diego has already resulted in overloading the circuit causing a breakdown and subsequent repairs. In an emergency it is very important not only that a breakdown not occur but that the two primary stations have sufficient power to send signals through even when weather conditions might not be favorable. A strong signal is necessary for this purpose.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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NOT RECORDED

Clyde Tolson, Chairman

W. J. Glavin, Secretary

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

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March 9, 1942

MEMORANDUM FOR THE DIRECTOR:

The Executive Conference, Messrs. Tolson, Glavin, Carson, Holloman, Nichols, Q Tamm, Rosen, Tracy, Hendon and Clegg being present, considered the following suggestions submitted by Special Agent in Charge Soucy of the Baltimore Office:

1. That upon completion of FBI Civilian Defense Courses and War Traffic Schools for Police in each Field Division, consideration be given to addressing letters to the Governors of the respective states in order that the Chief Executive of the State will be thoroughly familiar with the Bureau's training program and, particularly, furnished with the scope of attendance on the part of law enforcement officers within the State.

2. That upon completion of these courses, consideration be given to a local press release. This release would be impressive in that it would afford the complete attendance statistics in the state or area, and accordingly would be particularly interesting for local consumption.

The members of the Executive Conference unanimously approved these suggestions and accordingly there is attached for approval a general letter to the Field instructing that these suggestions be put into effect.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

1 APR 3 '42

CC. Mr. Glavin

66-2554-

NOT RECORDED

FEDERAL BUREAU OF INVESTIGATION
MAR 12 1942
U. S. DEPARTMENT OF JUSTICE

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SEC. 10ms

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March 9, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Holloman, Ladd, Rosen, Quinn Tamm, Tracy, and Nichols, considered the following suggestion:

Letters are written to the Field requesting to be advised as to the status of certain investigations. A yellow is prepared, together with an abstract. These require considerable filing time, the time of the stenographer to make the abstracts, and the time of the numbering clerks to record the abstracts. Yesterday, out of approximately 200 letters, 170 pieces of mail, which were being filed by Mr. Furcolow of the Files Section, were found to be follow-up letters.

Accordingly, the suggestion was made that the yellows and abstracts of follow-up letters in routine follow-ups be discontinued and that the Supervisor preparing the follow-up letter simply write a pencil notation on the last serial in the file, as follows:

"Follow-up letter sent
3/9/42. LBN"

However, if there is any reason why a yellow should be made for filing purposes the dictator of the letter can so indicate to the stenographer.

The Conference was unanimously in favor of this suggestion. If approved, a memorandum is attached to all Bureau Officials and Supervisors.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc - Mr. Glavin

HSG:BG

March 10, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SPSC/110ms

RE: FUNCTIONS OF THE CHIEF CLERK'S OFFICE

The Executive Conference recommended the approval of the following suggestions made by the Committee consisting of Messrs. Tracy, Rosen and Clegg, with respect to the functions of the Chief Clerk's Office:

(Those present were Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Carson, Hendon, Rosen, Ladd and Clegg.)

1. That the custody and maintenance of the card index system by name and symbol on National Defense Plant Informants be transferred from the office of the Chief Clerk to the National Defense Division, with no attendant transfer of personnel.

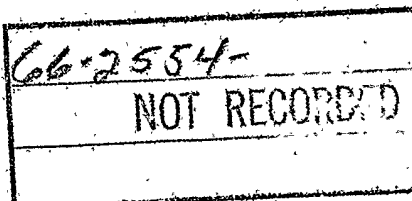
2. A record of the whereabouts and lists of personnel are maintained in various forms in various divisions of the Bureau, including the following:

- (a) Two sets of records concerning all Special Agents and Special Employee-Agents, arranged by offices and sections, are maintained in the Office of the Director.
- (b) A master set of alphabetical records is maintained in the Chief Clerk's Office.
- (c) The records in Mr. Tolson's office are arranged by offices and include all Special Agents, Special Employee-Agents and the clerks assigned to the field.
- (d) Mr. Glavin maintains records on employees, by offices, including all Special Agents, Special Employee-Agents and clerks assigned to the field as well as on the clerical employees assigned to Division Three.
- (e) Mr. Nichols maintains a list of all Special Agents at the Seat of Government and all clerical employees assigned to Division Four.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

10 MAY 18 1942



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- (f) Mr. Pennington maintains a record of all Special Agent Accountants in the service.
 - (g) Mr. Clegg maintains a notebook in which are listed the Special Agents in Charge and all investigative personnel in each division, as well as all Special Agent-Trainees.
 - (h) In the Director's outer office is a record of personnel arranged by offices and sections, including office addresses, telephone numbers and residence telephone numbers of the SAGs and Number One Men; the residence telephone numbers of all Bureau officials; the residence addresses and telephone numbers of the employees in the Director's office and of Departmental officials.
 - (i) There is maintained by periodical preparation for the Director the office addresses and telephone numbers of Special Agents in Charge and Number One Men, with their residence addresses and telephone numbers; the office addresses and telephone numbers of the Resident Agencies; the names, residence addresses and telephone numbers of the Resident Agents in each division; and the names of Bureau officials with their residence addresses and telephone numbers.
 - (j) A record of investigative personnel is maintained by map in the Director's office.
 - (k) A record of investigative personnel is maintained by map in Mr. E. A. Tamm's office.

The Executive Conference recommended that a complete set of records of the type desired be maintained: (a) for the Director; (b) for Mr. Tolson; (c) for Mr. Glavin, as Assistant Director in Charge of personnel; that the maps be continued in the office of the Director and in the office of Mr. Tamm; that all other such records be discontinued since by telephoning the Chief Clerk's Office any desirable information can be obtained, time will be saved and the clerical employees will not be required to keep all the above-mentioned tabulations and records up to date.

3. It was recommended, in order to discontinue the frequent correspondence with field offices concerning the expediting of transfers of personnel, that all letters of transfer set forth the requirement of an acknowledgment by teletype within 48 hours, a copy of the acknowledgment to be sent by mail to the office to which the agent is transferred, thus eliminating all further correspondence in this regard. Secondly, it is recommended that the previous permissive feature that agents could defer their transfers for

thirty days be discontinued and that in the future compliance with all transfers be required promptly, as soon as public business will permit.

4. It was recommended that the Chief Clerk's Office discontinue the maintenance of special records of employees who have been trained in plant protection work, since this sort of work is no longer a function of the FBI.

5. It was recommended that the so-called "Saturday lists" of Special Agents who are to report to In-Service School on the following Monday, which lists are submitted to ten different officials of the Bureau in Washington, be submitted in the future only to the Training and Inspection Division as a basis for the preparation of the roll on Monday; and that the list of those who actually do report for duty on Monday be prepared in such quantities as necessary for the office of the Director, Mr. Tolson and Mr. Glavin.

6. It is recommended that the Chief Clerk's Office discontinue maintaining 3x5 card index records on all persons who have attended the FBI National Police Academy as this would be a duplication of records in the Training Division, and that all such records should be maintained in one file in the Training Division.

(Those present were Messrs. Tolson, Glavin, E. A. Tamm, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Hendon, Holloman and Clegg.)

7. Fourteen copies of cards, showing the dates various training schools begin and the dates on which they are scheduled to end, are now prepared and distributed. It is recommended that in the future such cards be prepared as follows: Director's office - 2 copies; Mr. Tolson - 1 copy; Mr. Tamm - 1 copy; and Mr. Clegg - 1 copy.

8. Messrs. Tracy, Rosen and Clegg recommended that after a Special Agent had served two years in the Bureau, there be no further automatic requirement for special efficiency reports upon routine transfer, except in those instances when specifically requested by the Bureau. In other words, after an agent has been in the service two years, his qualifications have been rather accurately measured and the annual report will suffice unless a special reason exists, at which time special reports will be requested. It would be unnecessary under this recommendation for a 45-day report to be submitted automatically following a routine transfer, unless specifically requested. The 45-day and other special reports would be submitted, of course, on all agents who have been in the service for a period less than two years.

All other members of the Conference were opposed to this suggestion, feeling that the Bureau's records concerning the accomplishments of its employees would be more complete, which would more than compensate for the time required in the preparation of these reports.

9. It was recommended that all stenographic and typing tests for Bureau employees be discontinued except as requested by employees who desire to be considered for promotion. This would mean that the quarterly tests for stenographers, typists and teletypists in the field and the semi-annual tests for these employees at the Seat of Government would be discontinued as an automatic requirement. There is a great deal of time required in taking the tests and in the subsequent grading of the test papers. Their principal value in the past has been for the purpose of promoting clerks to typists and typists to stenographers when they show suitable qualifications. The discontinuance of this practice of giving regular tests of these types would not affect the opportunity, which would be given promptly upon request, for any clerk to take a typist examination or for any typist to take a stenographic examination in order to qualify for the higher position whenever the employee feels that he is qualified to thus take such test for promotion purposes. The Conference recommended this suggestion unanimously.

10. It was recommended that no daily or regular staff conferences be written up in memorandum form, unless there be some special reason for such action.

11. It was recommended that the practice be used more extensively of making notations on serials in applicant files concerning the calls of Senators and Congressmen concerning the status of applicants. These notations can be made in ink on a serial, indicating that the Congressman telephoned concerning the status of the applicant, and no special memorandum will be written unless a special reason exists therefor.

12. It was recommended that in the preparation of summaries, where unfavorable recommendation is being made, there be listed in the summary only the unfavorable information in order to make such summaries as brief as possible.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

March 10, 1942

SJT:jm

THE DIRECTOR

The Conference considered the attached communication from Alexander Holtzoff transmitting a letter from Professor James J. Robinson, Chairman of the Criminal Law Section of the American Bar Association. Professor Robinson asks Mr. Hoover's views concerning the desirability of the Criminal Law Section taking a stand in favor of universal fingerprinting and identification cards.

With the exception of Mr. Tolson and Mr. Glavin, the Conference was of the opinion that the Director should not take a stand either way on universal fingerprinting or the issuance of identification cards; however, that the Director should point out the benefits to be derived from universal fingerprinting.

Messrs. Tolson and Glavin were of the opinion that the request concerned a matter of Departmental policy and that Judge Holtzoff should be advised that any comment should come from the Attorney General.

There were present at the Conference Messrs. Tolson, Tamm, Clegg, Glavin, Ladd, Rosen, Nichols, Carson, Holloman, Quinn Tamm and Tracy.

There is attached for your consideration a memorandum addressed to Judge Holtzoff.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachments

cc - Mr. Glavin

66-2554-
RECORDED

MAR 21 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C/LomS

ORIGINAL FILED IN 66-2554-1013

HHC:BG

March 10, 1942

33317

THE DIRECTOR

A
The Executive Conference, in view of the transfer of Special Agent J. B. Foster who is the Deputy Chief Air Raid Warden, recommends that he be replaced by Special Agent H. W. Keefer as Deputy Chief Warden.

Those present were Messrs. E. A. Tamm, Glavin, Nichols, Quinn Tamm, Rosen, Tracy, Holloman and Clegg.

Respectfully,
FOR THE CONFERENCE

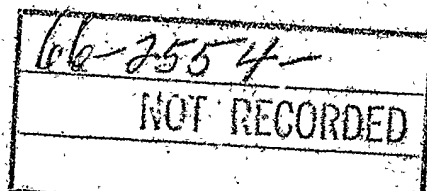
Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

8 MAR 17 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C110ms

ORIGINAL FILED IN 66-13907-61

HHC:MET

March 10, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Holloman, Glavin, Ladd, Nichols, Rosen, Q. Tamm, Tracy, and Clegg being present, considered the offer of the Training Division to make available the gym class from Monday through Friday each week from 8:00 to 9:00 P. M. for supervisors who are unable to attend at any other time. The Conference recommended that such courses of training in the gym be made available as offered. It was also the consensus of opinion of the Executive Conference that gym courses could be provided during the night for the night supervisory staff so that half of them could attend one session and the other half could attend another session either on the same night or on alternate nights so as to provide physical training for those on duty at night.

The physical instructors of the Training and Inspection Division assigned to the gym will be giving the training from 8:00 to 9:00 P. M. and for the training to be given at other hours later during the night, Mr. Meyers of the gym will designate one of the supervisors and an alternate for each class. If this is approved, these classes will begin on March 16, 1942.

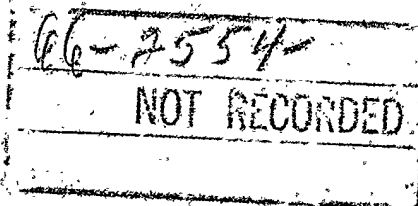
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/96 BY SP5C110MS

ORIGINAL FILED IN

March 10, 1942

33915

EST:DT

THE DIRECTOR

RE: Unscrambling Units - Telephone or
Radio Circuits

The Executive Conference was advised by Mr. Tracy that the Peda Radio and Electric Company of New York has successfully designed an unscrambling unit to receive scrambled or inverted speech passing over telephone or radio circuits; that this machine can unscramble the present privacy telephone equipment now used by the Bureau, according to the Bureau's laboratory. Eleven such units have been secretly manufactured for the Federal Communications Commission, and the laboratory has received information that the Army and the Navy likewise have units for monitoring purposes.

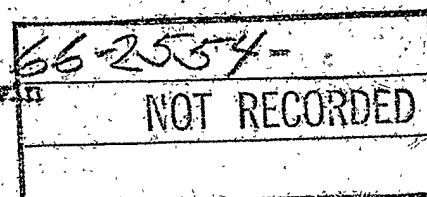
Messrs. Tolson, Nichols, Glavin, Rosen, and Tracy recommended favorably that the Bureau purchase three such units, one for each monitoring station and one for the Bureau at Washington in order that radio and telephone circuits might be monitored where the speech has been scrambled or inverted. The units cost \$600 each. Mr. Nichols was in favor of purchasing one not only. Mr. Clegg was opposed to the purchase of any such units.

It was pointed out to the Conference by Mr. Tracy that the Bureau is engaged in monitoring certain radio circuits in connection with its espionage activities and that it would be desirable for the Bureau to have the latest and most complete equipment for all types of monitoring.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C10ms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin 1942
8 MAR 26 1942

ORIGINAL FILED IN 30-653-2

HHC:EG

March 10, 1942

28914

THE DIRECTOR

RE: FBI NATIONAL POLICE ACADEMY

A. For the session of the FBI National Police Academy to begin on April 20, 1942, it was unanimously recommended by the Executive Conference that as counselors the following be designated:

1. Special Agent W. B. Board of the Baltimore office
2. Special Agent E. R. Schroeder of the Chicago office

As an alternate in the event either of the above is unable to be present for any emergency reason, Special Agent G. H. Treadwell of the Kansas City office is recommended.

If this is approved, the Chief Clerk's Office will issue the necessary instructions.

Those present were Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Holloman and Clegg.

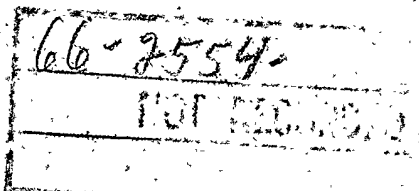
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5CJ/ams

ORIGINAL FILED IN 1-4-4811

MAR 26 1942

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

3313

HHC:BG

March 10, 1942

MEMORANDUM FOR THE DIRECTOR

NOTED

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Nichols, Quinn Tamm, Rosen, Tracy, Holloman and Clegg, considered the proposed War Traffic Schools for Puerto Rico and consistent with the recommendation of Special Agent in Charge Roger F. Gleason of the San Juan office, the following recommendations are made:

1. That the Bureau make no surveys of traffic condition and organize no plans for the control of traffic in Puerto Rico.
2. That a regular Traffic School, to last for three or four days, be held in Puerto Rico beginning March 30, 1942, the instruction to be given by Special Agent A. W. Miller who, for preparatory purposes, has already attended a six-day War Traffic School conducted by the Bureau in Jacksonville, Florida.
3. It is recommended that one of the Special Employee Traffic Instructors be designated to proceed to Puerto Rico on March 23, 1942, for the purpose of aiding Special Agent Miller in the preparation of his lectures and of answering questions which Agent Miller will need in the translation of his lectures from English into Spanish; and this same Traffic Instructor be available during the three to four day school which Agent Miller will conduct in San Juan. This traffic expert would be in position to aid Agent Miller in answering technical questions on the subject of traffic engineering.

If this is approved, there is attached hereto a letter to SAC Gleason, and an available traffic expert, now on the Bureau's rolls, will be designated for this special assignment in Puerto Rico.

Respectfully,

FOR THE CONFERENCE

Clyde Tolson
Chairman

cc - Mr. Glavin

NOT RECORDED

9 APR 10 1942

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C10ms

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March 11, 1942

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THE DIRECTOR

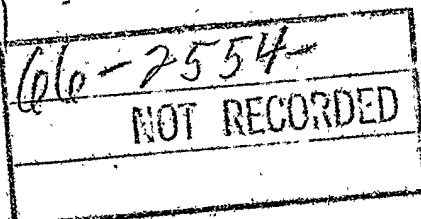
A
The Executive Conference, Messrs. Tolson, Glavin, Hendon, Rosen, Holloman, Hince and Quinn Tamm being present, was advised that the Identification Division is presently receiving disposition sheets from the Civil Service Commission reflecting dispositions in cases in which criminal records of Civil Service employees are reflected after a search of the Identification Division files. It is noted that the Civil Service Commission is submitting dispositions of the following types in connection with the Civil Service employees whose fingerprint cards are searched against the Identification Division files and identified with a previous record.

1. Temporary appointment terminated before report of arrest was received. Report is being placed in application for consideration when application is reviewed and rated.
2. Case transferred to Director, Civilian Conservation Corps, Washington, D. C. for final disposition as will be noted by attached carbon copy of letter to Director, Civilian Conservation Corps, Washington, D. C.
3. Charge admitted on fingerprint chart. No action taken by this office.
4. Appointing officer notified of record - TJAR employee - no eligibility.
5. No action taken - temporary appointment terminated with prejudice before report of arrest was received.
6. No action taken - individual no longer in the service and has no eligibility.
7. Closed with letter of reprimand - immaterial fact (C.L. #3323 of 7-7-41 and Section 10 (a) of Form 2544).

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference feels that it is not desirable for the Identification Division at the present time to enter all of these dispositions in the criminal records. The volume of such dispositions is large and the dispositions themselves do not contribute particularly to the criminal records. However, the Conference recommends that the disposition sheets be filed in the jackets and if inquiries

9 APR 23 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5CJ/mjs

ORIGINAL FILED IN 62

Memo for the Director

-2-

33712
March 11, 1942

are received concerning the disposition of a particular case, at that time the Civil Service disposition may be posted.

If you approve, appropriate instructions will be issued to the Identification Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

R. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

AR:AT

March 11, 1942

THE DIRECTOR

The Executive Conference unanimously approved the proposed form letter to handle certain types of correspondence in the Investigative Division. This will eliminate considerable unnecessary dictation and transcription.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C/Loms

ORIGINAL FILED IN 66-1855-5-2

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3309

March 11, 1942

THE DIRECTOR

The Executive Conference unanimously approved the suggestion contained in the attached proposed Bulletin concerning the unnecessary and needless travel in connection with subpoenas on the part of Special Agents. This Bulletin points out that considerable needless and unwarranted travel is being made, and suggests every effort be made to prevent this loose practice.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C11 Dms

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OT:mas

March 11, 1942

THE DIRECTOR

A
0
 The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Nichols, Carson, Hendon, Clegg, Holloman, Ladd, Rosen and Quinn Tamm being present, considered a suggestion submitted by Mr. L. J. Fallon to the effect that the requisition form in the Mechanical Section be materially reduced in size to a size similar to the attached sample. It is noted this sample is approximately one-fourth the size of the present requisition form. The suggestion was submitted with the idea in mind that this would result in a material saving of paper and that the small requisition would meet the needs of all divisions.

RECOMMENDATION

The Conference is unanimously of the opinion that this smaller form should be adopted and so recommends.

If you approve, there is attached hereto a letter addressed to Mr. Fallon thanking him for his suggestion.

Respectfully,
 For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Enclosure

1 Enc. filed with orig. A.

8 MAR 1942

66-2554
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ORIGINAL FILED IN 66-2554-111

LAH:MS

March 12, 1942

73907

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tamm, E. A. Nichols, Carson, Rosen, Tracy, Quinn Tamm, and Hince being present, considered the information obtained this afternoon from the Department indicating that the Public Buildings Administration has requested the Department of Justice and all other government departments to black out completely from 8:00 P.M. to 8:30 P.M. tomorrow night, Friday, March 13th.

The Conference was unanimously in favor of blacking out for the one-half hour period. The Seventh Floor has been completely blacked out with curtains with the exception of several windows which will be completed by tomorrow night. For the rest of the building, it will be necessary to excuse employees from their work. The Conference recommended that the employees be excused at 7:45 P.M. so as to permit them to reach places of safety in the building or wherever they may desire to go.

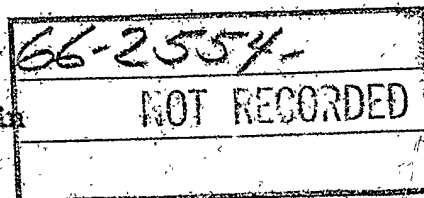
RECOMMENDATION:

The Executive Conference recommends that the FBI cooperate with the Public Buildings Administration by blacking out completely from 8:00 to 8:30 tomorrow night, and that employees on the night shift be excused from 7:45 to 8:30 P.M. If approved, instructions to division chiefs are attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

9 MAR 24 1942

ORIGINAL FILED IN 66-13407-61

LBN:NWD

March 12, 1942

3306

THE DIRECTOR

The Executive Conference considered the recommendation by Mr. Nichols to the effect that incoming teletypes should be routed and handled as follows:

The original would go to the Assistant Director in Charge of the Division with the carbon copy direct to the supervisor handling the subject matter of the teletype. In the event this suggestion were approved there would of course be no departure from the present practice of sending to the Director's office wires pertaining to important developments in cases in which the Director has a personal interest.

It was pointed out that a test check had made it possible for a supervisor handling certain types of cases to be advised and have material prepared much more expeditiously than if the teletype came to him in regular channels, which is usually three to four hours later inasmuch as the original and carbon copy are both routed to the Assistant Director under the present procedure which is as follows:

The originals of incoming teletypes dealing with matters of great importance to the Bureau in which the Director has an interest are forwarded to the Director's office with the duplicate to the appropriate Assistant Director. The Conference with the exception of Mr. Nichols voted to follow the present procedure and not adopt the suggestion whereby originals of routine incoming messages would go to the Assistant Director in charge of the Division with the duplicate to the supervisor.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

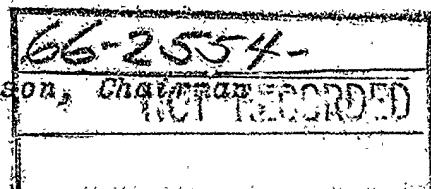
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

APR 17 1942



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8/6/90 SP5C110MS

ORIGINAL FILED IN 62-14749-261

HHC:EG

March 13, 1942

00305

THE DIRECTOR

A
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent E. J. Armbruster that each instructor in the In-Service School should announce his name and subject when he appeared before the In-Service Schools. This matter had been previously considered and because of the fact that the instructor's name appeared, together with the subject assigned to him, on the program posted on the bulletin board, it was felt that this should not be a routine requirement.

The agent further suggested that newer agents are more inclined to write reports than to make investigations. The Bureau has increased the amount of training in In-Service Schools on report writing and on investigative work, and this should correct any deficiency in this regard.

If this is approved, Agent Armbruster is being advised accordingly.

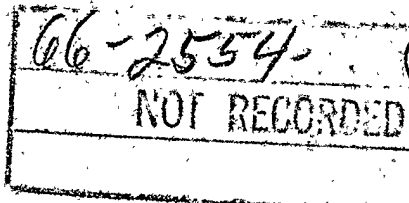
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



MAR 31 1942

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MAR 13 1942
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ORIGINAL FILED IN

WNC:BG

March 13, 1942

23904

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Glegg, considered a suggestion of Special Agent J. B. Davidson that the Bureau extend the time allotted for the lecture on Codes and Ciphers in the In-Service School.

The Conference recommended unfavorably, feeling that although this was an interesting topic, it was adequately covered at present and there was no need to emphasize it more than at present merely because of its interest. The experts in this field are in the Bureau's Laboratory and it is necessary to give the agents only that training necessary to enable them to properly submit the material to the Laboratory.

If this is approved, Agent Davidson is being advised accordingly.

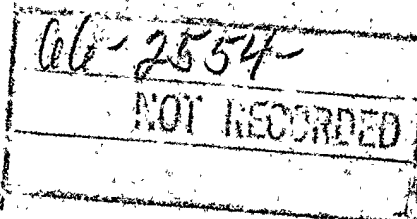
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



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March 13, 1942

22323

THE DIRECTOR

12 The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered the suggestion of Supervisor Duane L. Traynor with respect to making notations of pretexts for the files of field offices in order that agents will not continue to use the same pretext. It was recommended by the Conference that the same procedure as previously required be followed of having the agents prepare a memorandum for the field office file on each pretext used.

The Conference agreed that this matter should be stressed in the New Agents' Training Schools but did not believe that any additional time, devoted exclusively to this subject, was required before the In-Service Schools. It was recommended that pretexts not be set out in investigative reports.

If this is approved, Mr. Traynor is being advised accordingly.

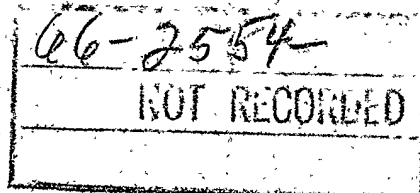
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C/UMS

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ORIGINAL FILED IN 66-2554-1

25302

HHC:BG

March 13, 1942

THE DIRECTOR

7A

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, recommended that the previously discussed program of showing the sound motion picture, MEN OF THE FBI, to the various employees of the Bureau during noon, dinner and after regular office hour periods not be considered favorably any further in view of the fact that the classroom in the Department of Justice Building is occupied with Supervisors' and Clerical Schools during the noon and dinner hours and due to the fact that the film is soon to be replaced by one more nearly up to date and there is no space in which to exhibit such picture.

Desk file
80-7-1111
ORIGINAL FILED IN

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED
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- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

cc-Mr. Glavin

8 MAR 28 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C10m5

HHG:BD

March 13, 1942

23301

THE DIRECTOR

61
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent D. E. Kanev that Bureau officials appear before air raid warden groups to inform them as to the FBI's jurisdiction in national defense matters. He felt that they would be a valuable source of information.

The Conference believed that the Bureau's jurisdiction was rather well known and that the Bureau should not undertake to inject itself into any of the civilian defense courses, beyond the scope of its present duties in training policemen.

If this is approved, Agent Kanev is being advised accordingly.

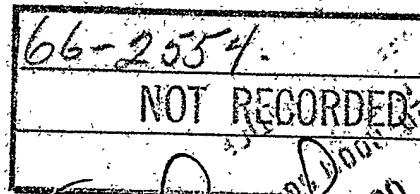
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Sir, Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2542-3-140

HHC:BG

March 13, 1942

3300

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered the following suggestions of Supervisor F. T. McIntyre:

1. That since various state governors call meetings of law enforcement officers relative to police duties in civilian defense matters and invite the Agents in Charge to attend, the Agents in Charge be authorized to attend such meetings; and

2. That if Agents in Charge are appointed to committees to serve in an advisory capacity as a result of such meetings, they be authorized to accept.

Mr. Clegg recommended that as a matter of policy the Bureau authorize SACs to attend such meetings, when the business of their office will permit and they feel it is to the best interests of the Bureau to do so, but that they be specifically prohibited from serving on such committees. The Conference unanimously approved Mr. Clegg's recommendation.

If this is approved, Mr. McIntyre is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

66-2554 -

NOT RECORDED

2 APR 8 1942

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
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Mr. Ladd _____
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Mr. Carson _____
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Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Executive Conference

End with my

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WRG:MTS

March 13, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Hendon, Holloman, Hince, Quinn Tamm, and Glavin, considered a suggestion submitted by Special Agent L. R. Weber of the Houston Office that the Bureau make a record of the serial numbers of automobile tires, it being noted that with the present rationing of tires the theft of this type of equipment will undoubtedly be increased.

The Conference was of the opinion that it would be well for the Bureau to institute this procedure where possible, a record of the tire numbers to be retained in the field offices as additional identifying data in the case of the theft of such tires. Should the Director approve, an appropriate communication will go forward to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
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Holloman _____
Quinn Tamm _____
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Gandy _____

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March 14, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Egan, Hendon, Holloman and Clegg, considered a suggestion of SAC Cornelius that clerical employees be authorized for use in making routine checks of public records by telephone in field office headquarters which are located in state capitals.

The Conference unanimously opposed this suggestion, feeling that the value of these contacts and the importance of maintaining them on a friendly basis fully justified the use of agents in making the contacts rather than the use of clerks.

If this is approved, SAC Cornelius is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
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Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

22 MAY 20 1942

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March 14, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Glegg, considered a suggestion of Special Agent J. B. Brown with reference to the firearms training for In-Service Schools at Quantico. He stated that the training is conducted with too much speed. Classes are rushed through. There is too much of a hurry and after shooting a considerable amount, they are advised that the final run will be for the record. Due to the heavy clothing worn by agents, they are usually worn out by the time the record score is fired and the scores fail to indicate actual ability to shoot accurately.

At the present time due to new procedures which have been developed, while maintaining all the requirements for safety and in a shorter period of time, In-Service agents are able to shoot many more times and thus get much more practice than ever before. This is the first complaint that has been received concerning fatigue. The practice is well organized and directed according to reports received and most of the agents are able to improve their scores by the time the record run is fired, as the result of the practice obtained. The suggestion was therefore disapproved.

If this is approved, Agent Brown is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Glegg _____
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Mr. Carson _____
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Mr. Holloman _____
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cc-Mr. Glavin

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March 14, 1942

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THE DIRECTOR

RE: FBI NPA

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a recommendation that following the next session of the FBI National Police Academy from April 20 to July 25, 1942, the 20th Session begin on the Monday following the graduation of the 19th Session and that this 20th Session continue for 14 weeks for the period, July 27 to October 31, 1942. This was recommended favorably.

Concerning prospects for a Retraining Program, at the present time the Conference was unanimously opposed to a Retraining Program for the NPA this year. Due to the fact that over 100 of the graduates were inducted into the service of the Bureau and in view of the heavy duties placed upon them in the field, as well as a lack of urgency with respect to any particular type of training to be given to the graduates, the feeling at this time was that such a Retraining Course should not be held. However, it was felt that this matter should again be given consideration on June 1, 1942, for final decision.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
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Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

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9 APR 20 1942

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March 14, 1942

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THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent John William Churchward that in setting forth undeveloped leads in lengthy reports there be a reference to the page number or to the section of a report where the information on which the lead is based is set forth, thus preventing the necessity of the agent reading unnecessarily the entire report.

The Conference recommended unfavorably with reference to this suggestion since it felt that it was more desirable for the agents to be thoroughly acquainted with the details of reports in connection with which they were making investigations and that they would thus be able to handle more intelligently the problems which would arise concerning subsequent investigations than if they were only partially informed, as would frequently be the case if the suggestion was adopted.

If this is approved, Agent Churchward is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/96 BY SP5c11 Dms

0 Executive Conference
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
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Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

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ORIGINAL FILED IN 66-2554-5

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March 14, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent P. Y. Cunningham that Special Agents be permitted, after receiving bulletins amending sections of their manuals, to place pencil or ink notations on the manuals.

Mr. Clegg was opposed to this suggestion, feeling that the appearance of the manuals should be neat; that the placing of the bulletins appropriately in the manuals will permit the necessary amendments to be immediately adjacent to the manual section affected; and, further, because the various bulletins are arranged with topic headings which will make any particular subject matter easily located. All other members felt that as a matter of convenience the notations should be made on the manuals and that notations on the margins of the manual pages would indicate that an agent was alert to changes and he would be making his annotations in such places.

The Special Agent will be advised of the procedure approved by the Director.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

5 APR 30 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C10MS

INITIALS ON ORIGINAL - 7

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ORIGINAL FILED IN 66-1724

March 14, 1942

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THE DIRECTOR

RE: GENERAL CORRESPONDENCE -
National Defense Division.

The Conference was advised that in the General Correspondence Section, Supervisors Lanctot and Coyle receive approximately 250 letters daily of a miscellaneous nature of which approximately 190 are acknowledged or some action taken. In about 100 instances daily, copies of such communications are sent by routing slip to G-1, G-2, and the State Department.

Several different form letters are used including three letters which although form letters are typed are sent through as regular signature mail.

In addition to the foregoing, a supervisor in the Sabotage Section and a Supervisor in the Espionage Section receive from 25 to 30 letters a day each, these letters being of a miscellaneous nature.

Supervisor Lanctot's work is approximately three weeks delinquent. The correspondence in the other two sections is kept up to date due to the limited amount received.

The conference was advised by Messrs. Clegg, Rosen and Tracy that all miscellaneous correspondence received from private individuals or anonymously which might have been sent directly to the field office had the writer known of the existence of a field office in his state, could be sent to the field by routing slip, it being left up to the field to acknowledge or take such other action as may be necessary as though the letter had been originally received in that office. In such instances, no copies of such correspondence would be retained in the Bureau.

The conference unanimously was of the opinion it is better procedure to retain all such correspondence at the Bureau as is now done.

It was suggested to the conference that three typewritten letters, presently being sent through as signature mail, be changed to printed form letters for the duration of the emergency. All members of the Conference agreed that the form letters be used. Mr. E. A. Tamm pointed out that the form letters should be used only as a temporary measure and that as soon as emergency conditions permitted we should return to the use of signature mail. To this, the Conference agreed, it being observed that persons writing to the Bureau furnishing information are naturally friendly disposed to the Bureau, and accordingly they should receive a suitable acknowledgment of a nature that will retain their good will.

Mr. Tolson

Mr. Coffey

Mr. Hendon

Mr. Hoffman

Mr. Quinn Tamm

Mr. E. A. Tamm

Miss Gandy

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5/LOMS

Respectfully, For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

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March 14, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of SAC Fred Hallford of the Little Rock office that the Bureau make available exhibits and film for use in Quarterly Police Conferences in order to make them more interesting. He also indicated that the use of crime scene searches would be advisable in order that subjects pertinent to general law enforcement work might be included.

In this connection the Bureau has furnished to the field many films and suggestions for making the Quarterly Police Conferences interesting. There is no objection or prohibition relative to the use of crime scene searches but the Bureau is unable due to the expense involved to arrange special cardboard exhibits or a large number of photographs which would have to be prepared at Bureau expense.

SAC Hallford also suggested that the conferences be held every four months or every six months instead of quarterly. The Conference recommended that they continue as at present.

SAC Hallford is being advised of these facts, if approved.

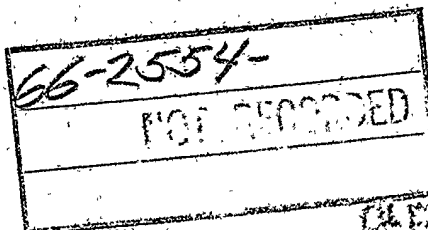
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



9 APR 4 1942

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March 14, 1942

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THE DIRECTOR

A
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent C. G. Perriman that during In-Service Schools an elective period be provided wherein each Special Agent could devote his time to special subjects in which he felt he was individually weak. He cited, for example, that he would have specialized in fingerprint work, if given such an opportunity.

The Executive Conference recommended unfavorably in view of the fact that to permit the In-Service men to wander about the building, contacting those supervisors and divisions for the purpose of getting instructions on subjects in which they are personally interested, would be most undesirable. The supervisory staff does not have adequate time to devote to such specialized subjects and there is no available space where groups might congregate to receive such instruction. Further, it is necessary that the Bureau arrange a program focusing attention upon the problems currently existing and which are expected to arise in the field, on new legislation and upon known weaknesses in the investigative staff as determined from a supervision of the reports received. For these reasons, the suggestion is recommended unfavorably and the agent is being advised accordingly if this is approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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cc-Mr. Glavin

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March 14, 1942

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THE DIRECTOR

Re: Newspaper clippings concerning
Civilian Defense Courses.

As approved by the Director, the Training and Inspection Division has discontinued the report showing the number and types of clippings concerning Civilian Defense Schools and Quarterly Police Conferences by field divisions. As a result of the SAC Conferences held in January throughout the field, there has been a most gratifying result in that large quantities of newspaper clippings concerning Civilian Defense Schools and Quarterly Police Conferences have been received. If stacked up, they would now make a collection of at least four feet in height, coming from all divisions, and the publicity is most gratifying and most favorable.

The Executive Conference felt that it would be well for the Training and Inspection Division to retain these newspaper clippings in files within the division at least for another six months so that if any comments are made concerning the value of the courses and how they were received, this evidence would be in existence as to the degree of favor and widespread interest attached to such courses and conferences.

Those present were Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

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HMC:RG

March 14, 1942

23538

THE DIRECTOR

A
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Glegg, considered a suggestion of Special Agent F. D. Flanagan that all Special Agents in the field be given periodic training in all phases of field office administration, which he believed would enable them to carry out in better fashion the work assigned to them.

The Conference opposed the suggestion. There are no mysteries attached to the procedures, administrative devices and administrative practices of field offices. All of these procedures are described fully and agents are taught these procedures in new agents schools; also, they are permitted to ask questions and request discussions of any unfamiliar phases while they are in In-Service Schools. The particular suggestion was disapproved, with the understanding that any Agent in Charge can schedule such a topic for quarterly conferences of agents if he sees the need for so doing.

If this is approved, Agent Flanagan is being advised accordingly.

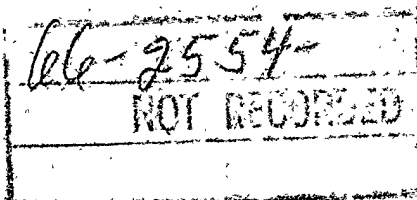
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



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March 14, 1942

33687

THE DIRECTOR

①
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Stenographer Elaine Burdett of the Huntington office that there be a rule that the field office copies of communications be typed on yellow paper in order to prevent copies intended for the field office file being routed to the Bureau.

The Conference desires to point out that there is no rule against this practice if the Agent in Charge believes it to be desirable. The employee is being advised and a copy is being furnished to the Agent in Charge at Huntington, thus giving permission to adopt any procedure suitable to the needs of that office with respect to the color of copies for the file.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

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NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/6/90 BY SP5C110MS

APR 1 1942

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March 16, 1942

3336

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of Special Agent J. A. Smith that each field office be required within seven days after a national defense case file has been opened to submit a preliminary report setting forth signed statements of the complainants, a preliminary neighborhood investigation and a police and credit record of the subject. This, he felt from experience with insurance agencies, would cause to be brought up to date the Bureau's files and would permit a continuation along logical lines of the further necessary investigation in the case.

The Executive Conference recommended the suggestion unfavorably since many national defense cases must be deferred and others must be given more expeditious attention, depending upon the ability of the SAC to evaluate new complaints as received. Also, the practice would further develop a tendency, already too prevalent, of submitting reports rather than making investigations. It was felt it would be better if the investigations could be brought to a logical conclusion and reports submitted on them than it would be to require a preliminary report.

If this is approved, Agent Smith is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Hince _____
Miss Gandy _____

cc Mr. Glavin

2 APR 8 1942

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NOT RECORDED

ORIGINAL FILED IN 66-2554

33384

LAN:MET

March 14, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, C. Tamm, Glavin, Nichols, Rosen, Tracy, Ladd, Hendon and Hince being present, unanimously approved the attached outline of traffic subjects for the FBI National Police Academy to cover a period of three weeks. It is noted that the course is comprehensive, covering the field of enforcement and the applicable portions of education and engineering. The course also includes references to traffic legislation, safety, and has a special section dealing with war traffic problems.

The Conference unanimously approved the following invited lecturers to handle specific portions of the program:

Mr. Earton Marsh
Director, Safety and Traffic Section
American Automobile Association

Dr. Herbert Stack
Director of Center for Safety Education
New York University

Colonel L. C. Black
Superintendent
Ohio Highway Patrol

Mr. T. H. Watson
Yale Bureau for Street Traffic Research

Mr. Thomas H. MacDonald
Commissioner
Public Roads Administration

Mr. D. Grant Hickle
President, Institute of Traffic Engineers
Traffic Engineer for the City of Detroit

Mr. L. S. Harris
President, American Association of Motor Vehicle Administrators and
Executive Secretary of the Advisory Committee
to the War Department on Traffic

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

4 MAY 29 1942

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NOT RECORDED

ORIGINAL FILED IN 1-2639-5-16

Memo - Director
Page 2

23385

Mr. Sidney Williams
Director of Public Safety
National Safety Council

Mr. Harold Hammond
Traffic Engineer
National Conservation Bureau

Mr. Hawley Simpson
Traffic Engineer
American Transit Association

Mr. Arthur Vanderbilt
Former President, American Bar Association
Chairman of the Traffic Law Enforcement Committee
of the Association.

The Conference recommended unfavorably with respect to
Inspector Arthur Miller of the Metropolitan Police Department as a
lecturer before the NPA.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

WRG:lrd

March 15, 1942

23882

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5CJ/DM5

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Rosen, Ladd, Tracy, Hendon, Clegg, Hince, Carson and Glavin considered a question arising from the Staff Conference of the Chief Clerk's Office.

The Conference was advised that the question had arisen in connection with air travel by Special Agents, that the Bureau has suggested to all Special Agents that air travel be used wherever possible, that Agents leaving training school and In-Service school secure from several days to a week or more leave before returning to their headquarters city have been utilizing air transportation and have been charged for the difference between air transportation as compared with railroad transportation.

Mr. Glavin advised the Conference that under existing laws if we approve an air transportation voucher the Department will not question such vouchers. Mr. Glavin was of the opinion, however, that if we permit an Agent to have leave enroute to his office of assignment on his return to headquarters from Training School that there would be little justification for the paying of excess cost of airplane travel. He pointed out that the governing reason for the Bureau requesting that air transportation be used is to get the Agent to his office of assignment at the earliest possible time and with the least possible delay and that if it is entirely satisfactory for an Agent to take two days, three days, a week, or two weeks' leave enroute to his office of assignment his justification for air travel does not exist because it is not essential that this Agent immediately arrive in the shortest possible time at his office of assignment.

Mr. Tolson The Conference was advised that at the present time when Agents do take leave enroute to their office of assignment, in submitting their expense accounts they deduct the difference between railroad transportation and air transportation and do not charge the Government for full air transportation if air transportation is used by them.

Mr. Nichols The question was as to whether the Bureau should pay the air transportation regardless of the leave or should continue under its present practice that since the question had been raised by certain Special Agents there should be a clarification of the Bureau's policy.

Mr. Hendon Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Rosen, Ladd and Glavin were of the opinion that the Bureau's present policy should be continued, that when leave is granted to an Agent enroute from one office of assignment to another or from training school to his office of assignment or from Retraining School back to his office of assignment that the Agent should personally pay the difference between

10 APR 1942

ORIGINAL FILED IN 66-3916

MEMORANDUM FOR THE DIRECTOR

3383 -2-

air transportation and rail transportation.

Messrs. Tracy, Hendon, Clegg, Hince, and Carson were of the opinion that the Bureau should pay full air transportation charges, they being of the opinion that even though an Agent is given leave he would get to his office of assignment earlier than if he were to use rail transportation. These gentlemen point out that a man going on a cross-country trip, taking several days' leave enroute, would still save two or three days' by using air transportation because he would arrive at his office of assignment much earlier by air than he would by regular rail transportation.

In the event the Director approves the minority's recommendation, appropriate instructions will go forward to the field.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

26381

March 16, 1942

BJT:jm

THE DIRECTOR

RE: CENSORSHIP

The Executive Conference consisting of Messrs. Tamm, Ladd, Glavin, Nichols, Hendon, Quinn Tamm, Rosen and Tracy considered a suggestion of Mr. C. A. Appel and Mr. Coffey of the Bureau's Laboratory with reference to material available to the United States censorship offices. Mr. Appel pointed out that there is undoubtedly considerable material passing through the United States censorship which should be sent to the Bureau's Laboratory for examination to determine any espionage relationship, that he feels it is imperative that censorship refer all communications selected first on the basis of lists of addresses considered suspicious by the FBI in any way and secondly, by cross-section testing of large amounts of mail of certain types.

Mr. Ladd pointed out to the Conference that it has already been approved to make cross-section tests of mail destined for specific foreign ports and further that the United States censorship has been requested to refer communications selected on the basis of lists of addresses considered suspicious by this Bureau.

With reference to Mr. Coffey's suggestion based on Mr. Appel's observation that a special agent be assigned to each office of the United States censorship on a full time basis as a liaison officer, it is pointed out by the Conference that there are 35 such offices and that it does not appear advisable at this time to consider the assignment of 35 special agents to this type of work.

The Conference unanimously recommends that Mr. Coffey's suggestion be held in abeyance for the time being at least until the censorship program is more fully established and it can be determined from actual experience what results will be obtained from the present established procedure as set forth

above. ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5/elloms

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

3 APR 16 1942

cc - Mr. Glavin

ORIGINAL FILE IN 62-62736-849

66-2554
NOT RECORDED

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 17, 1942

AR:AR

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Tracy
Mr. Rosen
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Harbo
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference considered the attached bulletin which provides for method of handling cases referred to the Bureau by the Military authorities, stating that in each case handled in the future, a signed statement be obtained from the Commanding Officer of the Military reservation granting authority to the FBI to handle the cases exclusively through the prosecution in Civil Court. If this authority is not obtained in writing, we will not assume jurisdiction. In each case the United States Attorney will be consulted and process obtained prior to instituting any inquiries.

Those in attendance were Messrs. Glavin, Quinn Tamm, E. A. Tamm, Nichols, Hendon, Tracy, Ladd and Rosen.

Respectfully,
For the Conference

✓
Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
K.
Attachment

3834

DML:WGB

March 31, 1942

THE DIRECTOR

At a meeting of the Executive Conference on March 31, 1942 which was attended by Messrs. Clegg, Quinn Tamm, Rosen, Tracy, Holloman, Carson and Ladd, the attached proposed form letter for use in transmitting the summary memoranda on the nine organizations declared subversive by the Attorney General to the heads of Government agencies in connection with Hatch Act investigations was considered.

Mr. Ladd pointed out to the conference that the organizations which had been declared subversive by the Department have never been publicized, that undoubtedly the minute these letters are sent to certain departments the information concerning the subversive organizations will be made available to press representatives, that the Bureau will then be in the position of having sent out the information concerning these subversive organizations over the Director's signature. It was pointed out that Mr. Carusi had instructed that the summary memoranda be furnished to the various Government departments.

Mr. Rosen was opposed to sending these out, stating that he felt it was a Departmental problem and that the Department should be the agency responsible for sending out this information.

Mr. Clegg advanced the opinion that a letter should be prepared, addressed to the head of each agency, for the signature of the Attorney General and the memoranda with the proposed letter for the Attorney General's signature should be forwarded to the Department and the Department should then take the responsibility of sending this material to the respective Government agencies.

The conference was unanimously of the opinion that it would be much better to handle the matter through the procedure outlined by Mr. Clegg.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-188
MAR 31 1942
20 MAR 26 1942

Attachment
INITIALS ON ORIGINAL - 12

5 APR 25 1942

ORIGINAL FILED IN 66-2554-188

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April 7, 1942

LAH:PH

THE DIRECTOR

Mr. E. A. Tamm informed Mr. Hince of your instructions that arrangements be made to have all mail to and from San Juan, Juneau and Honolulu forwarded by locked pouch. Mr. Ladd informed that arrangements are now in effect for the handling of mail by locked pouch to and from Honolulu. This was verified with Mr. Nichols who will further check to make sure that all mail is covered.

Mr. Hince contacted Inspector Williams and Superintendent of the registered mails, J. A. King of the Post Office Department. Mr. King stated that he was sure arrangements could be made immediately, that is, within forty-eight hours. He requested that a letter be addressed to the Third Assistant Postmaster General. Such a letter has been prepared for dispatch today.

Action Taken 1. The Post Office Department has been requested orally and by letter today to make the necessary arrangements for locked pouches between Miami and San Juan and between Seattle and Juneau.

2. A bulletin has been prepared for your approval, informing the field of the method to be used in transmitting mail to and from San Juan and Juneau.

3. Letters have been addressed to the Special Agents in Charge at San Juan, Miami, Juneau and Seattle, instructing them to make the necessary arrangements and to handle the mail as indicated.

- Respectfully,

H. H. Clegg

66-2554-
NOT RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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WAG:lrd

April 9, 1942

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MEMORANDUM FOR THE DIRECTOR

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8
The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Ladd, Holloman, Carson, Tracy, Nichols, Hendon, Quinn Tamm and Glavin recommended approval of a suggestion submitted by Special Agent in Charge McKee that the field be notified of Government agencies who have moved their headquarters from Washington, D. C.

Such a bulletin is attached hereto for the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

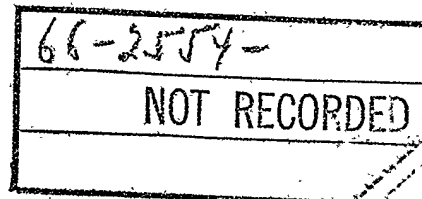
W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1 APR 27 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C11/DMS



ORIGINAL FILED IN 62-265753-12

WRG:lrd

April 9, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, Carson, Holloman, Hendon, Nichols, Quinn Tamm, Tracy and Glavin considered a suggestion submitted by Mr. Clegg that the per diem granted Special Agents and Special Agent Trainees at Quantico be increased to cover an increase in the cost of meals there.

For the information of the Director Mr. Hicks has been advised by the Colonel in charge of facilities at Quantico that they were working too close to the margin of cost in the preparation of meals and they have had to raise the salary of laborers twice recently. The Colonel had asked permission to begin charging 65¢ for each meal.

The Conference feels that the charge is reasonable and that per diem allowances should be increased to cover this increased meal charge.

In the event the Director approves, the appropriate increase in the per diem charge will be allowed and Mr. Hicks will be notified that the charge of 65¢ per meal has been approved by the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

5 MAY 11 1942

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NOT RECORDED
INITIALS ON ORIGINAL - 3

323,613
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ORIGINAL FILE IN 66-12044-573

SW:mlp

April 11, 1942

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62-31564-292

THE DIRECTOR

The Executive Conference considered the request of Mr. Ira Gullickson, handwriting expert of the Metropolitan Police Department. He advised he is planning to set up a reference file of fraudulent checks, that he has examined the Secret Service reference files of anonymous letters to the President and he desires to examine the Bureau's files of anonymous letters and fraudulent checks to assist him in setting up a similar file.

Mr. Coffey pointed out that in the Nolan case several years ago in Washington, Mr. Gullickson testified for the defense for a fee opposing this Bureau's laboratory report. The Bureau's opinion at that time was that his testimony was questionable. He was an employee of the Metropolitan Police Department at the time. However, Mr. Appel stated that on other occasions, Mr. Gullickson has accepted private work, having testified in cases against his own Police Department.

RECOMMENDATION:

The Conference, consisting of Messrs. Tolson, Glavin, Nichols, Quinn Tamm, Hendon, Holloman, Rosen and Tracy, was of the opinion that, considering the cooperation of Major Kelly of the Metropolitan Police Department, it would be satisfactory to show Mr. Gullickson the Bureau's filing system in a brief tour but to give him no detailed information or technical assistance of any sort. If approved, the matter will be handled in this manner.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference,

Glyde Tolson, Chairman

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ORIGINAL FILED IN 62-31564-292

April 14, 1942

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THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/96 BY SP5CJ/OMS

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Nichols, Hendon, Carson, Rosen, Egan, Holloman, Kramer and Ladd considered a further survey of deadline requests compiled by Mr. Hendon for the three-week period from March 16 to April 4 inclusive. During this period as reflected in the attached tabulation a total of 4,279 deadline requests were made of the 56 offices by the Bureau. The average deadline set was slightly over six days. It would require a total of 4,045 agent days to meet the deadlines and considering the fact that 2,259 agents were assigned to the offices at this time this would require approximately two days of every agent's time during the three-week period. To meet the deadlines it would require the exclusive assignment of 301 agents or 12.3% of the total percentage for the three-week period. Most of the deadlines were set in 77 cases which consist of OSM and Departmental applicant and related cases. It would require 2,391 agent days to meet the deadlines in this classification as compared to 2,074 agent days to meet the deadlines set in Bureau applicant cases. All other classifications would require but 400 days.

CONCLUSIONS:

The Conference was unanimously in agreement with Mr. Hendon's conclusion that while the vast majority of the deadlines were arbitrarily set with the view of cleaning up certain types of investigations rather than with regard to the need existing in any particular case, the volume of deadline requests was not excessive or unreasonable. It was further concluded that this was not a matter which could be controlled by a clearing desk for deadline requests.

RECOMMENDATIONS:

As previously approved, it is recommended that a memorandum go out advising that it is no longer necessary to clear deadline requests through Mr. Hendon. It is further recommended that in the future careful consideration be given to all pending

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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work in the Bureau with particular regard to those types of cases in which deadlines have previously been set prior to the issuance of instructions for deadlines or preferential attention in additional classifications of cases. Members of the Conference felt that it would be of assistance in their contacts with the various Field Offices to have a copy of the attached tabulation and it is accordingly recommended that photostatic copies thereof be distributed to the members of the Conference.

Respectfully,
For the Conference

Clyde Tolson, Chairman

H. R. Glavin, Secretary

CC - Mr. Glavin

April 14, 1942

EAT:DS

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/LPM/S

In view of the National program of getting away from the use of the words "NATIONAL DEFENSE" or "DEFENSE" in connection with the war effort, the Executive Conference has considered the matter of changing the title of the National Defense Division to a more descriptive title.

The Conference therefore submits for your consideration the following suggested names for Mr. Ladd's Division, with the individual views of the conference members set out as indicated:

WAR SERVICE DIVISION: Messrs. Tracy, Quinn Tamm and Hendon are in favor of this name.

SECURITY DIVISION: Mr. Tolson favors this name.

SECURITY INVESTIGATIVE DIVISION: Mr. Rince was in favor of this name.

DIVISION OF WAR SERVICE - This name was suggested but no one favored it.

NATIONAL SECURITY DIVISION - This name likewise was suggested but no one favored it.

WAR OPERATIONS DIVISION: Mr. Edward A. Tamm favored this name.

Messrs. Ladd, Kramer, Carson and Rosen are in favor of leaving the name of Division Five as the "NATIONAL DEFENSE DIVISION". Mr. Carson was of the opinion that if the name were changed, the title "General Intelligence Division" was the most descriptive name but stated he realized there were certain basic objections to the use of such a name.

Respectfully,
For the Conference

W. R. Glavin, Secretary.

Clyde Tolson, Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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FILE
CLYDE TOLSON, CHAIRMAN
W. R. GLAVIN, SECRETARY

ORIGINAL FILED IN 66-2554-5

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LAN:JEB

April 14, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the question of the policy which the Bureau should adopt in following up the initial instruction given in the FBI War Traffic Schools. This instruction, given in 120 cities, has reached a large number of traffic police. For them, it was suggested that some follow-up might be desirable and for those who did not attend, a written resume of the principles and procedures might be desirable.

1. The Conference was unanimously in favor of the publication by the Bureau of a short text on "War Traffic Control." It was pointed out that prior to the War Traffic Schools, consultation was had with the War Department, the Office of Civilian Defense, the National Safety Council, the American Automobile Association, the Highway Education Board, the Center for Safety Education and other national safety units; that considerable time was spent in collecting, analyzing and reducing to instructional form the best available materials on war traffic control, including both the disaster phases and the industrial production phases.

Since the War Traffic Schools were started, such national organizations as the Office for Defense Transportation, the Advisory Committee to the War Department on Traffic and all the safety groups with the notable exception of Kreml's outfit, have adopted the "Conservation Plan", sometimes referred to as the "Pontiac Plan" as a means of conservation of vehicles and fuel and as a means of promoting safety. All of the materials, principles and procedures incorporated in the Conservation Plan have been included in the FBI War Traffic Schools and were in fact being taught before the safety groups took up the conservation idea as the principal thought to be focused upon by safety groups.

All of the material used for instructional purposes in the War Traffic Schools has been supplemented in recent conferences and has been expanded into syllabus and written form. We will be prepared in about three weeks to go to press with such a pamphlet.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

2. The Conference was unanimously in favor of continuing the presently adopted policy of extending the FBI National Police Academy course from 12 to 14 weeks so that three full weeks might be devoted to traffic instruction. The Conference was in favor of having the Bureau require either on a full-time or on an invitee basis as many qualified traffic experts as are necessary to make this program successful.

4 MAY 23 1942

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NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/6/90 BY SP5C110MS

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Director

- 2 -

April 14, 1942

3. With respect to the further policy of the Bureau in traffic activity, Mr. E. A. Tamm recommended that the Bureau develop a traffic project expanding conservatively but constantly in the traffic enforcement field, supplementing the program by the use of educational and engineering experts so that eventually the Bureau will have a traffic program in the law enforcement field which will take an importance in the Bureau's work similar to that occupied by the Technical Laboratory, the National Police Academy, the Fingerprint Division and the Crime Statistics projects.

The following members of the Conference were in favor of such a program: Messrs. E. A. Tamm, Quinn Tamm, Tracy, Glavin, Kramer, Nichols, Hendon, Carson, Rosen, Ladd, Holloman and Hince. Mr. Clegg has previously indicated that he is in favor of a conservatively approached plan at this time.

Mr. Tolson was opposed to the proposition on the grounds that it would develop into too big a project and on the grounds that traffic is not a law enforcement subject.

Respectfully,
For the Conference

Glyde Tolson, Chairman

E. A. Glavin, Secretary

cc - Mr. Glavin

REF:TD

April 15, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Carson, Hendon, Rosen, Hince, Ladd and Kramer, considered the four forms prepared for the handling of assignments of national defense investigations to police departments by the field offices and approved the use of these forms.

The forms are as follows:

- (1) A form letter for referring complaints to the police.
- (2) A form letter to be used in following up delinquent cases with the police.
- (3) A report form to be used by the police in submitting results of their investigations.
- (4) An outline of investigative suggestions to be followed in handling national defense cases.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/L/OMS

This fourth form (an outline of investigative suggestions) was submitted to Inspectors Connolly and Gurnes and Special Agents in Charge Brantley and Conroy for their comments. The suggestions made by these gentlemen have been incorporated in the final form. Mr. Brantley expressed the opinion that the form might cause unfavorable reaction on the part of the police and that it would interfere with the personal relationship between the field office and the police department. The Conference was of the opinion that this difficulty can easily be avoided by proper action on the part of the field in advising the police with respect to the use of the forms.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

A proposed letter to all Special Agents in Charge transmitting copies of these forms for their use is attached for your signature.

Respectfully,
For the Conference,

W. R. Glavin,
Chairman

W. R. Glavin,
Secretary

66-2554
NOT RECORDED

ORIGINAL FILE IN 66-9340-1

JOHN EDGAR HOOVER
DIRECTOR



LAH:JBW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 15, 1942

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Tele. Room _____
Mr. Riebo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Quinn Tamm, Kramer, Nichols, Hendon, Carson, Rosen, Ladd, Holloman and Hince, reconsidered the faculty for the FBI National Police Academy and recommended that there be added to the list the following:

1. Charles W. Dullea, Chief of Police, San Francisco, California
2. Harold W. Dodds, President, Princeton University
3. Robert G. Sproul, President, University of California
(Mr. Glavin dissented on the grounds that it was expensive to bring this man from California.)
4. Edmund E. Day, President, Cornell University
5. Dr. Vannevar Bush, President, Carnegie Institute, Washington, D. C.

The Conference unanimously opposed adding to the list the following:

1. Frank P. Graham, President, University of North Carolina
2. John G. Bowman, Chancellor, University of Pittsburgh
3. William P. Tolley, President, Allegheny College
4. William M. Lewis, President, Lafayette University

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc - Mr. Glavin

April 16, 1948

LBN:WET

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Hines, Clegg, Quinn Tamm, Kramer, Ladd, and Nichols considered the recommendation of Messrs. Patterson, Harbo and Nichols on the improvement of the card index of the files division. It was pointed out by Mr. Nichols that this system was originally known as the L. B. Automatic library method, with guide cards designed to handle 900,000 names. At the present time, the index contains in excess of 9,000,000 names and it is growing at a rapid rate.

There has been a great need for additional guide cards and it was the unanimous recommendation of the conference that the system outlined by Mr. Nichols, namely, of installing sufficient guide cards and rearranging index cards in the directory or straight alphabetic manner, should be approved. It will be necessary to continue the guides, and the cost might ultimately amount to a maximum of \$15,000.

If approved, this project will be started immediately and will require sixteen people approximately one year to complete. This is a project that should have been done long ago and it should not be delayed.

Respectfully,
For the Conference,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. B. Glavin
Secretary

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NOT RECORDED

ADDENDUM, LBN:FHL, 4/28: With reference to the proposed modifications and changes in the Card Index System, Mr. Egan spent approximately two hours this morning going over the entire situation. He is in thorough agreement with the proposed procedure recommended and feels that it is the best thing we can do.

cc - Mr. Glavin

L. B. N.

HHC:JBW

April 17, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Quinn Tamm, Hendon, Carson, Kramer, Rosen and Hince, considered a recommendation of Mr. Clegg in connection with the various Civilian Defense schools and meetings being held throughout the country at the present time.

It was pointed out that these schools are being held under the auspices of the Office of Civilian Defense or local Civilian Defense agencies, and are being attended by air raid wardens, auxiliary police, auxiliary firemen, nurses, doctors, rescue parties, ambulance corps and other types of Civilian Defense groups. In a large number of instances, the Bureau is being requested to furnish an instructor to appear before these classes.

In order to establish a uniform policy and in order to acquaint the Special Agents in Charge with the Bureau's desires, it is recommended that the Bureau agree, whenever a Special Agent in Charge or one of the Agents under his supervision finds it to be desirable, to appear before such groups, that he be authorized to make such appearance or have an Agent do so, but that the subject matter is to be exclusively a subject matter within the jurisdiction of the FBI. For example, that to do in case of sabotage, The FBI Civilian Defense Courses for Police, the Jurisdiction of the FBI in Various National Defense Matters, and similar subjects.

At no time, however, is it believed that the Bureau's representatives should engage in a course of instruction of one or more lectures on any matter outside the jurisdiction of the Bureau. This would, however, permit an Agent in Charge or an Agent, to appear before a class of policemen or auxiliary police exclusively, since the training of police in their war duties is a recognized function of the Bureau.

If this is approved, there is attached hereto a bulletin for this purpose.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

5 MAY 23 1942

INITIALS ON ORIGINAL = 1

66-2554 -
NOT RECORDED

Clyde Tolson,
Chairman

W. B. Glavin, Secretary
FEDERAL BUREAU OF INVESTIGATION
MAY 14 1942
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-112

7A
HRC:JED

April 17, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Quinn Tamm, Hendon, Carson, Kramer, Rosen and Hince, considered certain suggestions made by United States Attorneys at the recent United States Attorneys' Conferences.

(1) Assistant U. S. Attorney Hartwell Davis suggested that one page of the report include the names and addresses of witnesses, as a convenient reference for the United States Attorney in issuing subpoenas.

The Conference unanimously opposed the suggestion since the names and addresses of witnesses appear throughout the report at the proper places, and the United States Attorneys should be required to read the reports, and the burden would not be too heavy if they made notes of names and addresses of witnesses for their own convenience while reading the reports. In fact, this was one of the answers given privately to Mr. Davis, following his making the suggestion from the floor.

(2) In connection with a suggestion made by Mr. Davis that the name of the county in which the offense was committed always be included in the report since the jurisdiction of various judicial districts was determined on a county basis in states where there is more than one judicial district, the Conference recommended that there be prepared a bulletin for the field pointing out that when the location of the commission of a crime for the purpose of determining venue was close to the borderline or where there might arise any doubt as to the judicial district in which the crime was committed, the name of the county should be listed in the report.

If this is approved, there is attached a suggested bulletin for this purpose.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

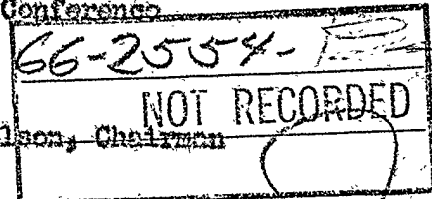
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DATE 8/6/90 BY SP5C110MS

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

16 MAY 22 1942

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March 17, 1942

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MEMORANDUM FOR MESSRS. TOLSON
EDWARD A. TAMM
CLEGG
LADD
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ROSEN
GLAVIN
TRACY
CARSON
HENDON
HINCH
QUINN TAMM
HOLLAMAN

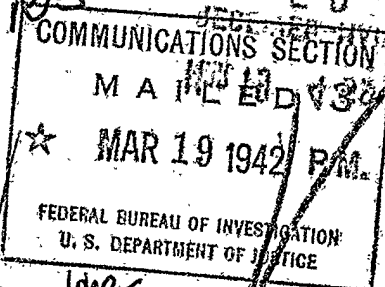
Effective immediately I desire that all matters handled in the Executive Conference be dictated, transcribed and transmitted to me within twenty-four hours after discussion and action by the Executive Conference. These instructions are to be followed without exception in any case. It will be the responsibility of each member of the Executive Conference who presents matters to the conference for discussion to prepare an appropriate Executive Conference memorandum and to furnish it through appropriate channels to me in such a manner that it will reach my office within twenty-four hours of the session of the Executive Conference at which the item is discussed.

Very truly yours,

RECEIVED-ROOM 5640

John Edgar Hoover
Director

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. Quinn Tamm
Mr. Nease
Miss Gandy



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DATE 8/6/90 BY SP5C110MS

MAR 26 1942

JOHN EDGAR HOOVER
DIRECTOR



LBN:NHT

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 20, 1942

MEMORANDUM FOR MR. TOLSON

RE: HONOLULU MAIL

Sometime ago, SAC Pieper advised the Bureau he had perfected arrangements whereby he could send Bureau mail to Honolulu in a special pouch. Accordingly, instructions were issued that all mail from the Seat of Government addressed to the Honolulu Office should be forwarded to San Francisco; that all mail from the various Field Divisions should likewise be forwarded to San Francisco and that office would make arrangements to have it placed in a special pouch for transmission to Honolulu. This has been the procedure followed for sometime.

SAC Shivers now recommends that mail be forwarded from the Seat of Government directly to Honolulu and expresses the opinion that mail might be delayed somewhat by routing it through the San Francisco Office. He cites the fact that checks for the last two weeks in March were not received as of April 9th, whereas mail stamped in at the San Francisco Office on April 3 was received in his office on April 8. He pointed out that even a two or three hour delay by sending the mail to the San Francisco Office might result in the missing of a Clipper.

In view of the special arrangements which have been perfected in Washington, I recommend that effective immediately mail from the Seat of Government be sent direct to the Honolulu Office in a special pouch; that mail from the Field Offices be forwarded to the San Francisco Office as at present for transmittal to Honolulu. If approved, a letter is attached to Mr. Shivers.

Respectfully,

L. B. Nichols

ADDENDUM: 4/28/42

FORWARDED

The Executive Conference, consisting of Messrs. Kramer, Glavin, Olegg, Hendon, Carson, Rosen, Tracy, and Egan, considered the above suggestion and were unanimously in favor of its approval.

BUY

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gochen _____
Miss Gandy _____

Shivers

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NOT RECORDED

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April 21, 1942

66801

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Q. Tamm, E. A. Tamm, Rosen, Nichols, Carson, Hendon, Clegg, Kramer, Ladd and Hince, considered the suggestion of Mr. Foxworth that the Civilian Defense Authorities be notified that FBI Agents will wear special arm bands during blackouts and air raid alarms and that their activities must not be restricted. The Conference considered whether this should be done nationally or locally and agreed unanimously that all SACs should be instructed to contact local Civilian Defense Authorities in their districts and inform the local councils that FBI Agents' activities are required during blackouts and air raid alarms and inform them of the arm bands assigned to Agents.

A letter to all SACs has been prepared for approval and Mr. Foxworth has been informed.

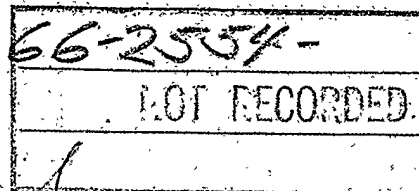
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin
Secretary

cc - Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



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April 21, 1942

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THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen, Hince, and Quinn Tamm, designated Mr. Rosen, Mr. Ladd and Mr. Clegg as a committee to read and make any changes necessary in the proposed bulletin which is attached hereto and which is based upon the suggestions submitted by Messrs. Connelley, Coffey and McKee for additional instructions to be sent to the field on the subject of surveillances.

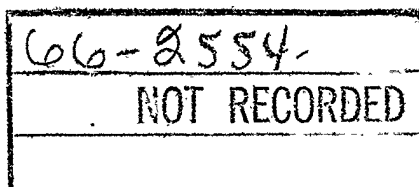
The committee recommends the approval of the attached bulletin in the nature of supplemental instructions.

Respectfully,

H. H. Clegg

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C10MS

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April 21, 1942

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THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, E. A. Tamm, Quinn Tamm, Tracy, Glavin, and Nichols considered Mr. Harbo's suggestion to the effect that the number of police employees which has been published in the Uniform Crime Reports bulletin in previous years not be published this year. Mr. Harbo points out that in previous years it has required 27 pages of the bulletin to publish the data; that personnel had been reduced; and that it would be a rather large undertaking, being pointed out that the data is secured from cities over 25,000 by sending out a special report form, and in cities under 25,000 the information has been compiled by averaging police employees on the monthly crime reports, but that several hundred letters are required each year to clear up discrepancies in the figures. The figures in 1941 were for the calendar year 1940.

It was pointed out to the Conference that this tabulation was inaugurated several years ago at the request of various chiefs of police and has always been particularly helpful to police administrators. Mr. Tolson made the observation in Conference that the figures would probably be more desirable this year than in any other year since it would be highly desirable to know the law enforcing strength. Mr. Clegg also pointed out that the figures this year should include not only regular police but auxiliary police.

The Conference voted as follows:

1. Mr. Glavin voted to discontinue publishing the figures on police personnel this year.
2. Messrs. Hendon, Clegg, Carson, E. A. Tamm, and Quinn Tamm recommended that the figures be published this year as in previous years.
3. Messrs. Tolson, Ladd, Kramer, Hince, Rosen, Tracy, and Nichols recommended that the figures this year be limited to cities over 25,000 in population. It is pointed out that if the majority opinion, number 3, is approved this bill still

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Executive Conference Memorandum
for the Director

Page Two

require considerable work. However, it was the belief of the majority of the Conference that it would be of particular value to the Bureau and to law enforcement agencies.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

April 23, 1942

Addendum: With reference to my vote in this matter I felt that with the current pressure on saving paper being understood, such data would take at least twenty-seven pages in the bulletin and figuring approximately 15,000 copies of the bulletin being prepared with a minimum, say, of fifteen pages, 225,000 additional pages of paper would be used for the inclusion of this tabulation in the Uniform Crime Reports bulletin.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,

W. R. Glavin

LAN:con

April 22, 1942

100-76

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/16/90 BY SP5C/10ms

The Executive Conference considered a proposed agreement by the FBI and the Office of Censorship which was submitted by Mr. Hince as a result of conferences with the National Defense Division and the Technical Laboratory. Those present were Messrs. Tolson, Glavin, E. A. Tamm, Rosen, Hendon, Clegg, Kramer, Ladd, Nichols, Tracy and Hince.

The Conference unanimously approved the attached proposed agreement which will be submitted to Mr. Byron Price for his approval. In the event Mr. Price desires to make any amendments, the amendments will be resubmitted to the Conference and the Director for approval.

Briefly the agreement provides that the Censorship will furnish to the Bureau original communications to or from persons on our watch lists, communications to specific persons in which the field offices may be interested in the course of investigation, communications containing hidden messages and certain communications selected at random from the mail destined for foreign cities in which there are known "drops". It also provides that the Bureau receive copies of several classes of communications which might contain information in respect to espionage, sabotage and defense activities. It also provides that we will get submission slips on communications forwarding technical publications or information concerning products on the embargo lists or referring to finances between belligerent countries or between belligerent and neutral countries. We will also get submission slips on communications relating to travel in the Western Hemisphere and communications reflecting political or economic activity in Latin America.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The agreement provides that the disposition of the mail addressed to persons on the Washington lists will be guided by the FBI; that we will get all back traffic on such persons; that we will get copies of all code book or code systems; sample copies of printed propaganda; information about clandestine radio stations in the Western Hemisphere.

The agreement provides that all mail addressed to officials of the FBI and mail addressed to our "drops" in New York will be passed.

The FBI agrees to conduct Technical Laboratory examinations in any case for the Censorship, to appropriately receipt for original letters delivered to us and to return them within a reasonable time.

NOT RECORDED

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[Handwritten signature]

The FBI also agrees to inform the Censorship of information in its files upon request with respect to any person or address named in a Censorship communication.

RECOMMENDATION:

The Conference recommended that the agreement be submitted to Mr. Price. If approved, the attached letter will be delivered to Mr. Price by Mr. Hince.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

2-737

Attachments

CC - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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WRG:jh

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, Quinn Tamm, Tracy, Nichols, and Glavin considered a suggestion submitted by SAC R. C. Suran of the Cincinnati Office that in view of the tremendous volume of work now being placed on the clerical employees in the field and in the Bureau, the Bureau designate a ten-minute recess at a certain time during each working day. He further suggests that during favorable weather the employees be permitted to leave the building for this recess period and thereafter return to work refreshed and capable of performing more efficient services.

The Conference feels that this would be an undesirable procedure to institute in the field at this time; that it is not felt the work of field clerical employees is so confining that it should be necessary to set out a regular recess period. It is felt, further, that the lapse between certain assignments is now utilized for such purposes and that if employees leave the building on short periods we would be starting a very undesirable procedure in that many employees could not or would not get back in the necessary period of time, thereby materially affecting the clerical work in the various field divisions.

At the present time at the seat of government rest periods are given in the Identification and Files Divisions of five minutes duration in the morning and in the afternoon, although the employees must stay on the floor during those periods.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5 C/LMS

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NOT RECORDED

8 MAY 7 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILE IN 66-5629-17

WRG:lrd

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, E. A. Tamm, Quinn Tamm, Tracy, Nichols and Glavin considered a suggestion submitted by Mr. Robert C. Gresham of the Chief Clerk's Office that the Bureau might consider the desirability of having Special Agent Trainees designate a copy of their itineraries for the offices to which they will be assigned.

It is pointed out to the Conference that on many occasions Special Agent Trainees, upon leaving Training School, are granted a day or two leave in order to clear up business at home which they had not had opportunity to do at the time their appointment was accepted by them and that a number of inquiries are being received continuously from the field inquiring as to when certain Special Agent Trainees will arrive at their several offices of assignment.

The Conference feels there would be no difficulty at all if the Special Agent Trainees, upon preparing their itineraries for the Training Division, would designate a copy thereof and forward it to the Special Agent in Charge of their office of assignment.

Subject to the Director's approval there is appended hereto a memorandum addressed to Mr. Clegg concerning this matter, together with a letter of thanks to Mr. Gresham for his suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Attachments

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

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LBN:FML

March 8, 1942

MEMORANDUM FOR THE DIRECTOR

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The Executive Conference considered the matter of sending mail to Honolulu. It was pointed out that immediately upon the outbreak of the war, a check was made with the Post Office and the postal authorities advised us to continue sending mail as it had been in the past. This has been done since it was understood that censorship would not interfere with our mail.

Mr. Pieper in a letter dated February 26 states that he has made arrangements for Bureau mail to be placed in the first outgoing sack to be put aboard the clipper when it is received in San Francisco. Extremely confidential pieces of mail which require special or expeditious attention can be furnished to the Navy and handled in the sealed Vany pouch. This package is weighted and in the event a ship is overtaken by the enemy, the sack is thrown overboard and, of course, goes to the bottom of the sea.

It was suggested to the Conference that a system be inaugurated whereby a record could be kept of each piece of mail to Honolulu, otherwise if a ship was overtaken, we wouldn't know of the mail lost. The Conference disapproved this because it would require a certain amount of clerical work.

ACTION TO BE TAKEN: A letter is attached to all field offices advising of the procedure of handling mail in the future together with instructions to the Bureau mail room.

Respectfully,
For the Conference

Clyde Tolson, Chairman

CC-Mr. Glavin

W. R. Glavin, Special Agent in Charge

MAR 23 1942

U. S. DEPARTMENT OF JUSTICE

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March 6, 1942

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THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/6/90 BY SP5C/10MS

The Executive Conference, on March 6, 1942, which was attended by Messrs. Tolson, Glavin, Clegg, Tracy, Quinn Tamm, Nichols, Carson, Hendon, Rosen and Ladd was advised that Mr. Gurnea had informed that Dr. C. L. Dedrick of the Census Bureau had been loaned to the War Department at the request of General DeWitt to analyze and break down by sex, age, at osters the information on aliens and citizens of alien lineage in the Western Defense Command; that Inspector Gurnea had informed that while no request had as yet been received from Dr. Dedrick or General DeWitt to let them have access to the alien registration forms in the possession of the various field offices, he believed that undoubtedly this request would be made within the next few days; and he believed, therefore, a reply should be prepared in order that Mr. Pieper would be in a position to advise General DeWitt and Dr. Dedrick with regard to the Bureau's view relative to this matter.

It was pointed out that Dr. Dedrick would probably request permission to utilize the alien registration forms in the Bureau field offices and possibly come into the offices with a number of clerks for the purpose of obtaining the information desired from these forms.

It was pointed out to the conference that each field office has the alien registration forms for their own district, that these forms would be in use in connection with efforts to verify the address and place of employment of the alien and in compiling other necessary records for the Bureau. It was further pointed out that the Alien Registration Bureau in Philadelphia would have the complete records for the entire country, and that a check could be made there with greater ease without the necessity of visiting each of the field offices in the Western Defense Command.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The conference was unanimously of the opinion that if such a request is made upon the San Francisco Office that Mr. Pieper should advise Dr. Dedrick and General DeWitt that the copies of the alien registration forms in the Bureau's field offices are presently being utilized and sorted in connection with efforts to verify the residence address and employment of the aliens and to suggest to Dr. Dedrick and General DeWitt that their check should be made through the central files of the Immigration and Naturalization Bureau at Philadelphia.

In the event you approve, SAC Pieper will be advised of these instructions.

INDEXED

66-2554-1949
RESPECTFULLY SUBMITTED,
For the Conference
NOT RECORDED

MAR 18 1942

U. S. DEPARTMENT OF JUSTICE

Glyde Tolson
Chairman

W. H. Glavin
Secretary

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CRO:MR

March 7, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
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DATE 8/6/90 BY SP5C110NS

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Nichols, Rosen, Hendon, Quinn Tamm, Tracy, Clegg, and Carson being present, considered a joint memorandum issued by the War and Navy Departments dated January 10, 1942, outlining the plan and procedure of discharging employees from industrial plants with Army and Navy contracts because of undesirable subversive activity, etc. With regard to the suggestion in the instructions issued by the War and Navy Departments that FBI representatives be called in for consultation when the local plant inspectors and district intelligence officers are considering the discharging of employees, the Conference considered the advisability of permitting FBI representatives to be present at these consultations or to participate in any way with regard thereto. The majority of the conference, namely Messrs. Tolson, Glavin, Nichols, Tracy, Quinn Tamm, Clegg, Hendon, Ladd and Carson disapproved this procedure, and were of the opinion that the field should be instructed to not participate in any way in connection with such consultations, inasmuch as this procedure will subject the Bureau to undue and unwarranted criticism, it being felt that the Bureau has no jurisdiction, or province in this particular field, and that the Bureau should confine itself to furnishing information from its files to the War and Navy Department representatives with regard to subversive activities on the part of suspected employees and should go no further, and should not participate in any way in any consultations held by the War and Navy Department representatives with representatives of labor unions or among themselves for the purpose of considering the discharge of suspected undesirable employees.

Messrs. E. A. Tamm and Rosen dissented, on the ground that if the Bureau furnishes the information concerning subversive activities from its files, it must necessarily participate in the consultations with War and Navy Department representatives for the purpose of discussing the information furnished by the FBI and the scope, extent and effect of such information.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The other point considered by the conference was the matter of investigations with regard to employees suspected by the War or Navy Department plant inspectors, but with regard to whom sufficient evidence is not available to warrant immediate discharge. It is contemplated that additional investigation would in a number of instances be conducted for the specific purpose of obtaining sufficient evidence to warrant discharge of the suspected employees. It was pointed out to the conference that the Bureau has information furnished by War Department representatives to Bureau Supervisor Krietha; that in all probability the Office of the Provost Marshal General of the War Department will conduct investigations in behalf of the War and Navy Departments to secure evidence that will warrant discharge of certain undesirable employees who cannot be proved to be

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MAR 27 1942

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Memorandum for
the Director

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actually engaged in espionage, sabotage, or subversive activity to this extent. After considerable discussion, the Conference agreed that the Bureau should maintain the position that it retains all of its jurisdiction with regard to investigating espionage, sabotage, and actual subversive activities on the part of plant employees and other civilians, and that the Bureau does not in any way whatsoever surrender any of its jurisdiction under the proposed plan, but will not agree to conduct any investigation that the War or Navy Department might desire merely for the purpose of discharging some employee. In other words, unless there is available specific information or evidence to warrant an investigation with regard to espionage, sabotage, or actual subversive activity, the Bureau will not conduct an investigation.

It was thought by the Conference that many investigations will have to be conducted under the proposed War and Navy Department plan for the purpose of "getting enough on" undesirable union employees, etc., to request their discharge. The Conference felt that the Bureau should be very careful with regard to the proposed joint plan to avoid any commitment to the effect that we will investigate as subversives individuals who are obnoxious to the War and Navy Departments by reason of labor activity in order that they might be discharged.

An appropriate Bulletin to the field is attached.

Respectfully,

Clyde Tolson.

W. H. Glavin.

149
9 APR 7 1942

66-2554-1952
NOT RECORDED

ORIGINAL FILED IN

66-2554-1952

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

AR:AI

August 14, 1941

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached proposed change of Section 4 of the Manual of Instructions, and having previously initialed the suggested change, recommended that it be incorporated in the Manual revisions.

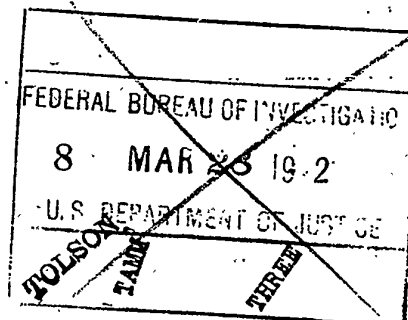
Those present at the conference were Messrs. E. A. Tamm, Foxworth, Glavin, Gurnea, Carson, Hince, Tracy, Drayton, and A. Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Training Room _____
Mr. Nease _____
Mr. Tracy _____

Miss Gandy _____

HHC:JEN

April 27, 1942

38015

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Quinn Tamm, Hendon, Carson, Kramer, Rosen and Hince, considered the request of Lieutenant Rankin of Fort Belvoir made to Mr. Holloman for assistance by the Bureau in teaching the personnel at Fort Belvoir how to use the Thompson sub-machine gun. He specifically asked that one Bureau expert explain briefly the operation of the gun to the proper officers at Fort Belvoir and give instruction in the use and firing of this weapon so that these officers could in turn train the others.

It was believed advisable that the Bureau participate in such a program to the extent requested, and it was recommended that Lieutenant Rankin of Fort Belvoir be informed that the Bureau will be glad to be of assistance in training for a limited period one select group of officers in the use of the Thompson sub-machine gun.

It was felt particularly by the Conference that this would be a special type of service which would be beneficial to the country and also to the Bureau in that it was teaching the Army how to shoot.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

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66-3760-2501

2
HHC:BG

March 14, 1942

3329
THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Holloman and Clegg, considered a suggestion of SAC McKee that field office register cards, form #3, be filed by dates as to all agents instead of alphabetically by agents.

The Conference recommended that there be no change in the present requirement as it was believed it would be necessary more often to refer to the cards of a particular agent rather than to the cards of particular dates. Furthermore, it was felt that if the dates should become important and the cards are arranged chronologically, it will not be difficult to find them.

If this is approved, SAC McKee is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ cc-Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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323,013
8/6/90 SP5C110ms

ORIGINAL FILE IN 66-2554

WRG:jh

April 18, 1942

3803

MEMORANDUM FOR THE DIRECTORALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328613
DATE 8/6/90 BY SP5C110MS

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Carson, Kramer, Ladd, Rosen, Nichols, Quinn Tamm, and Glavin considered a communication received from Mr. W. J. Halligan of the Hallicrafters Company of Chicago, Illinois, wherein Mr. Halligan requests that the Director forward a communication to Mr. R. G. Berner, Chief of the Radio Section, War Production Board, Washington, D. C., advising Mr. Berner that the Hallicrafters Company has furnished the Bureau with standard receivers and transmitters and that the Bureau feels it would be desirable for the War Production Board to grant permission to permit the Hallicrafters Company to continue to manufacture for stock a number of their standard receivers and transmitters to be sold only on orders carrying preference rating certificates.

For the Director's information, Mr. Halligan in his communication of April 9, 1942, states that his company recently appealed to the War Production Board for such permission which appeal was denied. He advised that the War Production Board's attitude has been that the war agencies of our government which purchase our equipment should anticipate their requirements and place orders for sufficient equipment to enable them (The Hallicrafters Company) to continue manufacturing sets as needed. Mr. Halligan further stated that the only way his company can be able to give reasonably prompt deliveries to government agencies of standard radio receivers and transmitters is to get the War Production Board to relax or revise its ruling to conform somewhat to the lines of their appeal. It is stated further that Mr. Halligan was informed that a letter from the Director, together with letters from the other government agencies to whom they have supplied equipment, would be an aid in this request. This was the reason for Mr. Halligan's communication to the Bureau concerning this matter.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Conference is of the very definite opinion that although we have purchased a number of radio receivers and transmitters from this agency, such a communication should not be forwarded to the War Production Board. It is felt that the Hallicrafters Company would be trading on the name of the Director in order to keep for stock a number of radio transmitters and receivers, a number of which would probably not at any time be considered for purchase by the Federal Bureau of Investigation. The Conference feels that a communication should go forward to Mr. Johnson, SAC at Chicago, advising that he personally discuss this matter with Mr. Halligan, pointing out that the Bureau will endeavor to anticipate its needs; that, as a matter of policy, it will not be possible for the Director to request

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53 MAR 11 1944

that the Hallicrafters Company be permitted to manufacture such sets for stock.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

HHIC:EG

April 27, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C/DM5

The Executive Conference, those present being Messrs. Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon and Clegg, considered the suggestion submitted by Mr. Moyers of the Training Division with reference to recreation and physical training for new agents' classes in Washington. While the new agents' classes are at Quantico, one hour of physical training is given each day. Due to the large number of classes, it is impossible to arrange for the classes to attend gymnasium after they reach Washington. In order to provide a break-up in the classroom work from 9:00 A.M. to 9:00 P.M., the following is recommended:

1. That during the course of the forenoon, in the classroom, there be given a drill of stretching and breathing exercises of approximately five minutes' duration, which will be in addition to the regular ten-minute recess period given each hour.

2. That during the course of the afternoon, at staggered hours and in lieu of one of the ten-minute recess periods, each class be given a twenty-minute recess and those who care to do so may leave the building for a brisk walk in the sun or, if they care to during this recess period, go to a nearby delicatessen for a soft drink or sandwich, or spend the time in such way as they see fit in recreation and relaxation. In view of the frequent changes and shifts of government employees, it was not believed that in the vicinity of the FBI Building there would arise any likelihood of criticism because employees were afforded such a recess period.

3. The Special Agents will be furnished with the pamphlet on physical training and suggestions made to them that in the morning and in the evening, before and after work, they take a routine of physical exercises suggested in the pamphlet.

The Executive Conference approved the above unanimously.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

8 MAY 1 1942

cc-Mr. Glavin

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WFO:JEB

April 27, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Tracy, Clegg, Nichols, Ladd, Hendon, Carson, Rosen, Hince and Quinn Tamm, considered the suggestion concerning the development of the FBI range at Quantico.

To the immediate right of the rifle range is a space which at present is used for training Agents in the use of the shotgun. In view of the increased number of classes, it is believed desirable to begin an expansion of the available space for firearms training. The pistol range is now in very good shape. The rifle range is also in good order.

However, by moving approximately 7,000 cubic yards of dirt, cutting down a part of a hill, filling up a large ravine with the dirt which is obtained by cutting down the hill, and placing drain pipes in the ravine for drainage purposes, there could be developed a very splendid additional range at Quantico for training in the shotgun and the Thompson submachine gun particularly. Officials of the Marine Corps have indicated they would be glad to furnish the labor and the Bureau will endeavor to make arrangements whereby the Marine Corps will be able to acquire its discarded ammunition and guns which are no longer used by the Bureau.

In order to accomplish this purpose of obtaining the additional range, it would be necessary to expend approximately \$300.00 for terra cotta pipe for handling the rain water which comes down the side of the mountain and presently runs through the ravine which would be filled. The \$300.00 can be paid, Mr. Glavin advises, from the Maintenance Fund and with the Marines willing and ready to perform the manual labor and move the dirt, it was unanimously recommended by the Conference that this additional range be acquired and that the expenditure of approximately \$300.00 be approved.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. A. R. Glavin,
Secretary

RECORDED
&
INDEXED

66-2554-1955X
FEDERAL BUREAU OF INVESTIGATION
MAR 30 1945
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/90 BY SP5C/10ms

cc - Mr. Glavin
54 APR 4 1945

ORIGINAL COPY FILED IN 66-65-5724

FBI File Number 66-HQ-2554, Section 16

March 28, 1942

DEL:CS

THE DIRECTOR

At a meeting of the Executive Conference on March 28, 1942, attended by Messrs. E. A. Tamm, Q. Tamm, Nichols, Connelley, Hendon, Clegg, Carson, Tracy, Rosen and Ladd, the question raised by the EPA with reference to Hatch Act investigations was discussed.

The question raised dealt with the matter of further investigation in certain Hatch Act cases after the EPA has taken administrative action against the employee in question, the preliminary investigation having been made by the FBI. The EPA desires in certain instances to prosecute their former employees for having made a false statement under oath at the time they filed an affidavit indicating that they were not a member of any subversive organization. To do so requires more information and evidence than could be developed during the Hatch Act case and would necessitate the disclosure of Bureau informants in order to successfully prosecute the case. The Bureau's position is that in those cases where additional investigation is needed by the EPA for prosecutive purposes following the taking of administrative action based on the FBI investigation, such additional investigation should be conducted by the EPA.

This matter was previously discussed with Judge Holtzoff as well as with Roger Bonnis, formerly in charge of the EPA Investigative Division, and with Mr. Dudley Frank, and the views of the FBI were concurred in by Judge Holtzoff on that occasion.

The Executive Conference was unanimously in favor of this procedure and in accordance therewith there is attached hereto a letter directed to Mr. Dudley Frank of the EPA outlining this idea.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. D. Glavin, Secretary

66-2554-1956
NOT RECORDED

INITIALS OF OFFICIAL

53 MAR 11 1944

ORIGINAL FILED IN 66-2554-1956

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JFB:DW

April 24, 1942

MR. TRACY

Reference is made to the memorandum of April 11, 1942 from Mr. Tracy to Mr. Tamm concerning a telephone call from General Albert Carter of the Adjutant General's Office regarding the filing of returned fingerprint cards and requesting that a representative of the Bureau contact Colonel Hughes in working out a satisfactory arrangement.

I discussed this matter with Colonel Thurston Hughes and he is willing to abide by the decision which the Bureau makes regarding fingerprint cards. He was very cooperative and after discussing the matter thoroughly with him it is my reaction, although I did not convey the same to him, that the Bureau should take over the approximately 11,000 prints which have been returned for the following reasons:

1. We now have the Army's Identity Section.
2. The prints are of Army personnel and, therefore, deserving of primary consideration.

Advice is requested as to the Bureau's desires in the matter so that I can inform Colonel Hughes accordingly.

Respectfully,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

J. F. Buckley

ADDENDUM: 5/4/42 (mac) This matter was discussed at the Executive Conference and the Conference, with the exception of Mr. Tracy, is unanimously of the opinion that the fingerprint cards should be maintained in the War Department.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/7/96 BY SP5/clms

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NOT RECORDED
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ORIGINAL FILED IN 62-15429

NRG:jh

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, Quinn Tamm, Tracy, Nichols, and Glavin considered a suggestion submitted by SAC S. J. Drayton of the Indianapolis Office wherein he points out it has been the practice of the Bureau for some time to send to field offices copies of letters received from individuals together with copies of the Bureau's reply thereto. Mr. Drayton states that in many instances the letters contain no information of interest but merely advise that his letter has been referred to some other investigative agency or that the information is not within the investigative jurisdiction of the Bureau. Mr. Drayton suggests that in view of the emergency the Bureau give consideration to discontinuing this practice of furnishing copies of such letters to the field office merely because the correspondent happens to reside within the jurisdiction of the field office.

It was pointed out to the Conference that the Bureau's present procedure of sending copies of such letters to the field office was instituted some four or five years ago at the suggestion of the field, it at that time being pointed out that many persons living within the jurisdiction of the field office would call at the local field office and would mention to the Agent in Charge that they had communicated with the Bureau on certain matters and it was most embarrassing not to have the information in file concerning the matter about which they were talking.

The Conference feels that this present policy should be continued. Subject to the Director's approval there is attached hereto a communication to SAC Drayton concerning his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

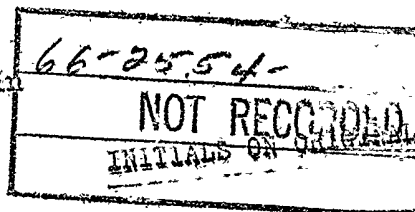
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

5 MAY 4 1942

Attachment



ORIGINAL FILE IN 66-3625

WRG:lrd

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, Quinn Tamm, Tracy, Nichols and Glavin again considered the problem of proper disposition of waste paper.

It was brought up at the Conference that on many occasions waste paper picked up at the end of the business day is such that it is impossible to properly shred it and it has been necessary to resort to burning the excess paper. It was pointed out further to the Conference that a great amount of waste paper picked up is in no way confidential, Mr. Glavin pointing out that he had personally examined some of it before disposal and it consists of routing slips, newspapers, empty milk cartons and such and that he felt that we should not insist that all such paper be burned or put through the shredding machine.

The Conference, therefore, recommends that in order to eliminate possible criticism of the Bureau for excessive burning of paper or shredding of such paper, we try out the policy of having confidential papers which must be shredded or burned placed in one waste receptacle in the office and other papers not confidential placed in another receptacle which paper would just be picked up and turned over to the paper company gathering the paper from the Department of Justice Building. All waste paper in the office of the Director, the offices of the Assistants to the Director and the office of the Assistant Director in charge of the National Defense Division will be considered as confidential and will be shredded. In other offices, the Conference recommends that two receptacles appropriately labelled so that confidential waste paper can be gathered up by one of our employees and shredded or burned by him and the remainder of the paper picked up for ordinary disposal.

Subject to the Director's approval there is attached hereto a memorandum to all Division Heads at the Seat of Government concerning this matter.

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Attachment _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

66-2554-
W. R. Glavin, Secretary

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5/clm/s

ORIGINAL FILED IN 66-4978-

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WAG:lrd

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kruger, Hince, Clegg, Hendon, Carson, Rosen, E. A. Tamm, Quinn Tamm, Tracy, Nichols and Glavin considered a suggestion submitted by Miss Martha D. Henshaw of the Chief Clerk's Office that a floater be transmitted to all Bureau employees setting out suggestions for the proper maintenance of typewriters.

The suggested form letter to all employees is attached hereto and is approved by the Conference. There is attached hereto a letter of thanks to this employee.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Rosen _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

9 APR 30 1942

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/6/96 BY SP5C110MS
323,013

ORIGINAL FILE IN 66-3679

WEG:lrd

April 23, 1941

MEMORANDUM FOR THE DIRECTOR

12
Mr. Glavin advised the Executive Conference consisting of Messrs. Tolson, Drayton, Hince, Quinn Tamm, Nichols, Rosen, Carson, Ladd, Foxworth, Tracy, and Glavin that increased requests are being made of the Chief Clerk's Office for master keys and grand master keys by officials of the Bureau. He made the recommendation that no more than two grand master keys be in the possession of any division and that these grand master keys be in the possession of the ranking officials of such divisions.

For the Director's information it is pointed out that due to the recent moves it is necessary for certain of the divisions to have keys which will open the doors on the various floors. Also, at the present time when all doors are locked when the room is vacated, it is necessary to have appropriate keys to open such doors.

Should the Director approve this recommendation, the appropriate keys will be issued to the divisions if and when requests are made. There will be no blanket issuance. For the Director's information there is appended hereto a list of holders of grand master keys at this time and a distribution list of regular master keys.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

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Attachments 138

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C110MS

ORIGINAL FILED IN 66-2729

WRG:jh

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Kramer, Hince, Hendon, Carson, Rosen, Quinn Tamm, Tracy, Nichols, and Glavin considered the responsibility of Special Agent J. M. O'Mara of the Louisville Office for an automobile accident in which he was involved while assigned to the Louisville Division on February 27, 1942. The damage to the Bureau automobile on this occasion was approximately \$165.00

Briefly, for the Director's information, this employee advised he was travelling at a rate of speed of from 45 to 50 miles an hour and sighted a curve at a distance of about 300 yards. He advised he slowed down to about 40 miles an hour and when he entered the curve he noticed moisture in the middle of the road and immediately applied his brakes but the car went into a sideways skid to the right and when the front wheels reached a dry spot on the road they gripped the road surface sharply and as a result the back end of the car swung about and the car was thrown into a ditch on the left side of the road and struck the banking. Agent O'Mara further reported that the distance from the point at which the car originally started to skid to where it turned around was between 65 and 75 feet.

O'Mara stated that it had snowed slightly on the previous day and there was considerable drainage on the day of the accident; that the wet condition of the road coupled with a sprinkling of small cinders, made the curve very slippery; however, for five miles prior to the curve there had been absolutely no moisture on the surface of the roadway and driving conditions had been excellent. O'Mara was familiar with the road and advised he never experienced any difficulty in manipulating the curve at a speed of 40 miles per hour, he having driven over it about four or five times previously. He further points out that the curve on which the accident occurred was to the left, down grade curve, moderately sharp at the very center of which a small country road goes off to the right, and due to the intersection of the side road there is no drainage on the right side of the road and consequently the drainage is into the middle of the main highway.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The Agent was originally held responsible for this accident. However, he submitted an additional memorandum on April 19, 1942, protesting his responsibility, he being of the opinion he should not be held responsible for the accident. He submitted an additional memorandum which contains information as first furnished with the exception that he states when he noticed the wet spot on the road he immediately applied his brakes which locked the wheels and the accident occurred. He advises that the

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/1/90 BY SP5C110ms

2 MAY 23 1942

ORIGINAL FILE IN 66-2554-97

WAG:jh

April 23, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Hince, Glegg, Hendon, Rosen, Quinn Tamm, Tracy and Glavin considered an automobile accident involving Special Agent E. J. Mueller of the Pittsburgh Office, occurring March 31, 1942, with damage to the Bureau automobile in the amount of \$250 to \$300.00.

For the Director's information, very briefly the facts in this case are as follows:

Agent Mueller at approximately 7:30 P.M. on March 31, 1942, was involved in an accident approximately 22 miles south of Erie, Pennsylvania. Mueller states there was a snow storm from the time he left the office at Pittsburgh and as he continued on his way it increased in intensity, changing from wet snow to a finer type which was whipped across the road by the wind and the temperature was almost freezing or below. He advised that the condition of the road was such that for a quarter of a mile or so no snow or slush was to be found on the highway, the wind was driving the snow off the road, but in sheltered places as much as several inches of snow and slush was to be found and on going through a spot of slush considerable braking effect was experienced as the top part of the slush was crusted from freezing. Mueller stated that in getting out of such a spot the car would spurt ahead without further acceleration and it was difficult to keep the car in alignment while going through the slush due to the loss of traction. Concerning the road on which the accident occurred, Agent Mueller advises he was travelling at a speed of from 35 to 40 miles per hour; that the accident occurred on a straight stretch of road on a moderately steep hill and at approximately 200 feet from the crest of the hill. He advised that this portion of the road had been graded down through part of the hill and either side of the road had steep gradings over 10 feet high which resulted in considerable accumulation of slush in the road hollow; that there was about 3 inches of snow and slush at the point of the accident and very little slush encountered at the bottom of the hill. On hitting the slush the car swerved and skidded to the left. Agent Mueller did not apply his brakes but attempted to steer the car in the direction of the slide, hoping to straighten it out. The car, however, had gotten into a diagonal position and did not respond to steering, sliding across the left side of the highway and up onto the steep grading, turning completely over and righting itself, ending up on the left side of the highway with the front pointing across the highway. Agent Mueller advised it was impossible to determine the thickness of the slush accumulation by sight while driving and that

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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ORIGINAL FILED IN 66-2554-700

ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED
DATE 8/19/90 BY SP5C/10m5

he had not equipped the car with chains due to the fact that they would have been broken because the majority of the distance was clear of snow and they would have been broken very easily.

From Mueller's diagram, attached hereto, it appears he slid 65 feet before hitting the embankment then went up to the top of the embankment for another 30 feet or so and then slid back onto the road. The embankment is 10 feet high. There is attached hereto a photograph, labelled "A", and one labelled "B", showing the car marks on top of the embankment where he went up the embankment. Photograph "C" is one view of the damaged car.

The Conference, after considering all facts in the matter, is of the opinion that Mueller is responsible for the accident for the following reasons:

1. It was snowing. Mueller knew that the storm conditions were increasing.
2. He knew there was slush on the road from time to time.
3. He stated he had difficulty in tracking the car out of the slush, meaning that it skidded and swerved when getting out of the slush portions of the road.
4. He was going 35 to 40 miles an hour according to his own statement.
5. He must have been going at an unreasonable speed to climb an embankment for 40 feet at the left of the road as reflected in photographs "A" and "B".

The Conference recommends that he pay for the accident - \$250 to \$300.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____

Attachments

Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

24 LBN:LED

April 3, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Rosen, Tracy, Clegg, Ladd, Carson, Hendon, and Nichols considered the matter of the distribution of Identification Orders. It was pointed out that each Identification Order costs approximately \$365 to print, and 30,000 copies are issued.

The view was advanced by Mr. Nichols that possibly through a reexamination of our distribution we could cut down materially on the number and the type of Identification Order issued. It was pointed out that many Identification Orders are for individuals whose crimes, while felonies, are such as: National Motor Vehicle Theft Act, Impersonation, Conditional Release Violator, and so forth.

The Conference was of the unanimous opinion that a survey should be made to see just what could be cut down, and accordingly recommended that the views of several Special Agents in Charge be secured. If approved the attached letter will be directed to the Special Agents in Charge at Boston, Chicago, Detroit, Indianapolis, Kansas City, Los Angeles, New York, San Francisco, Washington, D. C., and to Messrs. Gurnea and Connelley.

Respectfully,
For the Conference

Glyde Tolson,

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

9 APR 15 1942

cc - Mr. Glavin

66-2554-
Chairman
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,613
DATE 8/7/96 BY SP5C11.DMS

62-21531-921X
ORIGINAL FILED IN 62-21531-921X

LBN:NVD

April 3, 1942

3326

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Q. Tamm, Glavin, Hendon, Rosen, Carson, Ladd, Nichols, and Clegg considered a letter from Assistant Director Foxworth requesting that the old chargeout slips used in Bureau field offices be revised to provide a place for a recharge or a transfer of a file.

Inasmuch as there are only ten thousand chargeout slips for the field in stock, the Conference was of the unanimous opinion that the chargeout slips requested by Mr. Foxworth should be adapted for the use of the entire field service. If this is approved a letter is attached for all Special Agents in Charge advising that after the present supply is exhausted a new form will be issued.

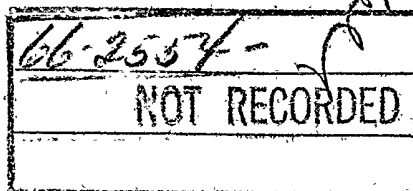
Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin



8 APR 29 1942

323,013
APR 29 1942
SPECIAL AGENT

ORIGINAL FILED IN 100-3326-1

LBH:WHT

April 2, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Hendon, Clegg, Holloman, Tracy, Ladd, Carson, Rosen, and Nichols, considered the matter of organizing a series of Interbureau Softball Leagues for both male and female employees. The Conference was of the unanimous opinion that it would be most worthwhile for the Bureau to lend every possible effort in the promotion of such a League which would afford an opportunity to a large number of employees to participate in a recreational activity on an organized basis.

In considering this matter, the Bureau Baseball team was brought up and it was the belief of the Conference that the Baseball team should be continued.

The Conference recognized that with the rapid expansion of the Bureau, it will be necessary to coordinate and plan a schedule to provide diamonds for the games and lay down rules and regulations, and with this thought in mind as an experiment, it was unanimously recommended that Supervisor Robert S. Vahab, who is assigned to Mr. Nichols' Office, should be designated to head up this activity.

If approved, a program will be submitted in outline for further consideration.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/1/90 BY SP5C/LLM/s

cc - Mr. Glavin

66-25547
NOT RECORDED
FILED

MAY 25 1942

ORIGINAL FILED IN 66-25547-2999

74
HHC:MET

April 1, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Carson, Holloman, Glavin, Ladd, Nichols, Rosen, Q. Tamm, Tracy, and Clegg being present, considered the fact that Agent K. R. Schroeder, who has been designated as a counselor for the next session of the FBI National Police Academy, will follow the doctor's advice and take a rest due to his physical condition, and thus he will not be available to be a counselor in the next session of the Academy. Special Agent W. B. Foard has already been designated as one of the counselors. To replace Special Agent K. R. Schroeder it was unanimously recommended that Special Agent J. D. Good, who for the past several months has been an instructor in the civilian defense schools, be brought into Washington as a counselor for this class.

If this is approved, there is attached hereto a memorandum for Mr. Glavin, accordingly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

3 APR 21 1942

202

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5CJL/MS

ORIGINAL FILED IN 1-4-48

HHC:BG

April 1, 1942

THE DIRECTOR

0
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hendon and Clegg, considered the suggestion of SAC H. K. Moss that a sound moving picture on the subject of firearms be prepared which could be shown at quarterly police conferences. SAC Espey, in charge of firearms, has prepared a set of facts which could well serve as a basis for such a picture to be used for training purposes. This material has been submitted both to Mr. Baughman and Mr. Glavin for their review. The problem was presented to the Executive Conference as to whether it would be advisable for the Bureau at this time to prepare such a moving picture which of course would have to be made by a professional staff and the basic facts, which are attached hereto, would have to be prepared in moving picture script form by a suitable script writer.

Although the members of the Conference felt that in normal times such a film would be both profitable and advisable, it was not believed that such a film should be prepared at this time by the Bureau. There is no doubt but that personal instruction by a qualified instructor would be superior to any type of instruction which could be given by moving pictures. The pictures would have to be shown inside a building and the trainees would then have to go to another area, either an indoor or outdoor range, before they could practice what they had learned. It was felt undesirable, therefore, to enter upon any such project during the existing emergency period and if this is approved, SAC Moss will be advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

9 MAY 1 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

66-2554

323,013
8/17/90 SP5C110MS

DNL:kz

April 1, 1942

THE DIRECTOR

At a meeting of the Executive Conference on April 1, 1942, which was attended by Messrs. Clegg, Rosen, Quinn Tamm, Holloman, Tracy, Carson, and Ladd, the attached proposed Bureau Bulletin with reference to American Legion Contacts in National Defense Matters was discussed. It was pointed out to the Conference that this Bulletin was based on the experiences of a Field Office in utilizing the services of these Legionnaires and that the Bulletin was for the purpose of suggesting that other Field Offices endeavor to utilize these contacts more fully.

Messrs. Clegg and Rosen were opposed to the issuance of this Bulletin, stating that they were of the opinion that the American Legion program was a waste of time, that it is taking a great deal of time in the Field and is not producing anything of value.

Messrs. Quinn Tamm, Holloman, Tracy, Carson, and Ladd were in favor of the issuance of this Bulletin.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/7/96 BY SP5C110MS

Attachment

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2574
NOT RECORDED

5 APR 24 1942

212

ORIGINAL FILED IN

HHC:EG

April 1, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hendon and Clegg, considered a suggestion of SAC H. K. Moss that about 100 feet of movie film be taken of the police officers in attendance at the Quarterly Police Conferences and that this film be developed and shown to the officers who will be in attendance at the next session. This would be an incentive to their returning to the next session in order to see themselves in the movies.

The Conference unanimously recommended that this suggestion be submitted to the various field offices. If this is approved, a bulletin for this purpose has been prepared and Mr. Moss is being advised of the action taken.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

cc-Mr. Glavin

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

9 APR 11 1942

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/LMS

ORIGINAL FILED IN

(2) WRG:lrd

March 31, 1942

WRG

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Rosen, Carson, Hendon, Quinn Tamm and Glavin considered a communication received from Mrs. Elinor Browne McCorkindale of Roanoke, Virginia, the mother of Special Agent H. LeRoss Browne.

Mrs. McCorkindale suggests that the Bureau might wish to consider organizing the mothers of Special Agents of the Federal Bureau of Investigation into an FBI Mothers' Club in the various cities so that they could be of some help during the strenuous times when their sons are working longer hours. Her idea is not to annoy them with attention but to render any service they could. For instance, when a new Agent would come the city the President or a member of the club would write him a note making him known among friends and should he have any personal problems they could help him get established.

The Conference feels that Mrs. McCorkindale has a very worthy plan; however, it feels further that such an arrangement could not be properly effected at this time in view of the current assignments of our Agent personnel.

Should the Director agree there is attached hereto a communication addressed to Mrs. McCorkindale concerning this matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110ms

NOT RECORDED W. R. Glavin, Secretary

Attachment

66-2554

94-1-5900-1
ORIGINAL FILED IN

22 MAY 19 1942

DEMI
37

WRG:MTS

March 31, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Clegg, Rosen, Tracy, Nichols, Hendon, Carson, Quinn Tamm, and Glavin, approved a request of SAC Danner of the Miami Office to permit the telephone company information operator at Tampa, Florida, to furnish the Resident Agents' telephone number to subscribers who have something to report to the Bureau and do not wish to call the Miami Office.

It is pointed out to the Director that Mr. Danner states that the telephone company at Tampa, Florida, has made a strong complaint to the effect that the public at Tampa frequently call the information operators for the Resident Agents' telephone number and are becoming extremely critical of the telephone company when they are denied their request since it is public knowledge at the present time that we do have Resident Agents at Tampa. It also appears that in a number of instances the persons calling do not wish to communicate with the Miami Office direct.

A communication is attached hereto addressed to Mr. Danner concerning this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5c110ms

April 4, 1942

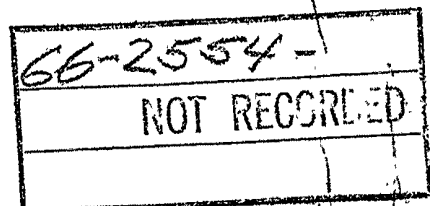
Addendum: Mr. E. A. Tamm suggested that a letter to all offices go forward concerning Resident Agents' telephone numbers and the Director approved this suggestion.

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 62-27253



WRG:lrđ

March 31, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Nichols, Tracy, Rosen, Carson, Hendon, Quinn Tamm and Glavin considered an offer made by Mr. F. Joseph Lamb of the F. Joseph Lamb Company making available to the Director a personally-owned Smith & Wesson .357 Magnum revolver with a 7½ inch barrel.

The Conference feels that inasmuch as Mr. Lamb is desirous of presenting this weapon to the Director personally it should be accepted.

A communication to this effect addressed to Mr. Bugas at Detroit is attached hereto.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

4/1/42

Addendum: A confidential check of F. Joseph Lamb reflects that he possesses a good reputation, did Government work in the last war, has been in business since 1914, his company is very successful, he has an excellent credit rating, the company manufactures drill heads, punch and dies, jigs, and special tools. He is about 66 years old, being a native born American and resides in one of Detroit's good neighborhoods.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

8 APR 28 1942

323,013
316190-1565C110MS

ORIGINAL FILE IN 94-14-5190-

2 6Times

March 23, 1962

66-1855-2-2255

RE: LIFTING

The Executive Committee, Bureau, Nichols, Tracy, Ladd, Connolly, Rosen, Glavin, and others, after a long and arduous consideration of a problem existing with the use of the existing lifting tape. The Bureau has been advised by the Federal Bureau of Investigation that the War Production Board suggests that a certain material be used instead of rubber lifting tape. The priority cannot be granted for the use of rubber in manufacturing finger, palm lifting tape.

The Conference indicated by the Identification Division representatives that extensive experiments over a period of years have shown that the gelatin or transparent lifting tape is not satisfactory for all purposes; that it contains air bubbles which tend to disfigure latent fingerprints lifted and it is extremely difficult to use. It requires extensive practice and training, and it is not manufactured in sufficiently large sheets to permit the lifting of palm prints.

RECOMMENDATION

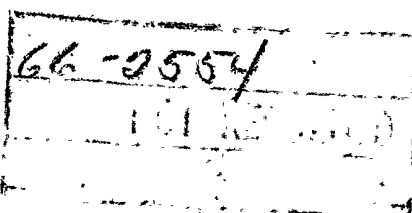
Consequently, the Conference feels that the Bureau should make an effort to gain priority for the purchase of rubber finger, palm tape.

Respectfully,
For the Conference

Clyde Tolson, Chairman

C. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5c10ms

QF:mac
62-24793-353

March 30, 1942

THE DIRECTOR

①
The Executive Conference, Messrs. Nichols, Tracy, Ladd, Connelley, Rosen, Clegg, Hendon, Carson and Quinn Tamm being present, considered a suggestion submitted by Special Agent Stanley R. Russo, in which Mr. Russo suggests that in obtaining dispositions in Bureau cases, when a request for a disposition is forwarded by a Field Division to a law enforcement agency the disposition blanks be transmitted to the agency so that when a reply is forwarded to the Field Division a reply can also be addressed to the Identification Division. Mr. Russo suggests that this would obviate the necessity of the Field Office preparing disposition sheets for transmittal to the Bureau.

RECOMMENDATION

The Conference is unanimously of the opinion that the suggestion should not be adopted. It would not save any time in the Field Office, and it is not believed that it would work as successfully as the present method.

If you approve, there is attached hereto a letter to Mr. Russo thanking him for his suggestion.

Respectfully,
For the Conference,

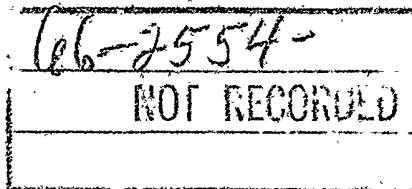
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

4 APR 20 1942



INITIALS ON ORIGINAL - 3

323,013
8/6/90
SBS/10ms

ORIGINAL FILED IN 62-24793-353

ST:mlp

March 28, 1942

THE DIRECTOR

CONFIDENTIAL

RE: SUBVERSIVE RADIO
SCHOOL IN CANADA

The authorities in Canada informed Mr. Coffey, while in Canada, that in the near future they would start a training school for subversive radio operators, the course to take approximately one month, when dealing with experienced operators, this training being concerned with the operation of an illicit radio station and would include the technical aspects of antennas and types of schedules as well as lessons in how to deceive the enemy by imitating well established circuits. A part of the training will also be devoted to the "cover" used by the operator to disguise his activities.

RECOMMENDATION:

The Executive Conference, consisting of Messrs. Tamm, Clegg, Ladd, Carson, Rosen, Assistant Director Connelly, Nichols, Quinn Tamm and Tracy, was unanimously in favor of having a radio operator with technical ability attend such a school and if the Director approves, there is attached hereto a letter to SAC Foxworth of New York, requesting that he take the necessary steps to ascertain whether such a school has been started and if not, when it is contemplated it will start.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment
6 APR 14 1942

66-2554

ORIGINAL FILED IN

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10781

NOT USED

66-2554-1958

CHANGED TO

1-3094-X129

7/11

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP30110MS

April 4, 1942

GFT:jm

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/oms

The Bureau is in receipt of a communication from an SIS representative in Rio de Janeiro:

"There is transmitted herewith copy of a despatch prepared by the Embassy which has to do with the proposed action of the Brazilian Government against clandestine radio stations in this country.

"In view of the fact that the Brazilian Government desires technical assistance and has requested the Embassy to secure from the Federal Communications Commission equipment, instructions and the methods utilized by that Agency in locating clandestine stations, and has also expressed the desire that a technician, experienced along radio monitoring lines, be sent to Brazil to organize this country's radio control service, I want to inform you of the matter so that the Bureau might take any action it deems appropriate in connection with this project."

The Conference was advised by Mr. Tracy that all radio operators assigned to SIS work are trained in the handling of portable direction finding radio equipment and are capable of handling this type of work. Further that the Bureau's Laboratory has the necessary trained personnel to handle the above requests of the Brazilian Government in the event it is desired that the Bureau enter this field.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

The Conference consisting of Messrs. Tamm, Glavin, Nichols, Ladd, Rosen, ~~Glavin~~, Holloman, Carson and Tracy were unanimously of the opinion that no steps should be taken by this Bureau with reference to the request of the Brazilian Government, Mr. E. A. Tamm advising that he understands the State Department is doing something about the request and that technicians from the FCC or some other agency are presently en route to Brazil to render assistance to the Brazilian Government.

1 RECEIVED

Respectfully,

For the Bureau of Investigation

APR 24 1942
Clyde Tolson, Chairman
U. S. DEPARTMENT OF JUSTICE

H. B. Glavin, Secretary

cc - Mr. Glavin

March 24, 1942

RCH:DW

THE DIRECTOR

4/17/42
The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Nichols, Carson, Rosen, Hendon, Clegg, Hince and Ladd considered Mr. Hendon's survey on deadline requests made upon the Field by the Bureau.

It was the consensus of opinion that unreasonable requests are not being made upon the Field in individual cases but that the problem is one of overall Bureau policy. While recognizing the Field problem, it was the opinion of the Conference that the survey does not indicate that the deadlines which have been set in certain classification of cases such as Bureau applicants and special inquiries in the 77 classification such as OEM cases have constituted unreasonable requests which cannot be met.

It was unanimously agreed that a clearing desk was not necessary or functional since the problem does not arise from separate cases but from Bureau policy to expedite entire classification of cases. Mr. Hendon pointed out in this regard that there is accordingly no standard whereby any Bureau official can look at one of these cases in which a deadline is set and say that it is reasonable or unreasonable, since the request is an arbitrary one and not based upon the merits of the individual case.

Recommendation: The Conference unanimously recommended that in view of the extreme interest of the statistics developed in the week's survey that the clearing desk continue for the present week and that Mr. Hendon compile a similar tabulation covering the entire period. Thereafter the desk should be eliminated but a similar survey should be made quarterly.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

66-2554-1960
Mr. Hendon also raised the question as to whether it would be possible in OEM cases and similar types of investigations for Field Offices to obtain by appropriate form letters information verifying such things as the education of the applicant, birth data, employment records and information from references furnished by the applicant. It was the opinion of the Conference that while this might eliminate much investigative activity it would be undesirable and that no change should be made in the present policy of obtaining such information through personal contacts by Special Agents.

Mr. Hendon further raised the question as to whether reports in these cases could include only unfavorable data. It was the opinion of the Conference that this too would be undesirable since in effect it would place the Bureau in the position of evaluating information which it has received and which might lead to criticism similar to that recently made by Archibald MacLeish of our investigations of this type.

The Conference also considered the suggestion made by Mr. Hood through Mr. Hendon to the effect that the rule in bank robbery and sabotage cases requiring a report to the Bureau within a 7-day period be changed to set the deadline at 15 or 21 days. Mr. Hood pointed out that in cases of importance teletype summaries were furnished to the Bureau and that it was necessary to comply with the 7-day rule to take agents off of the investigation of these cases for the purpose of marshalling their facts and dictating reports. The Conference was of the unanimous opinion that the 7-day rule should be maintained since it was important to get the initial report to the Bureau for appropriate supervision at the earliest possible date.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Glavin
Secretary

CC - Mr. Glavin

23852

LAH:MET

March 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Q. Tamm, and Hince being present, considered the communication received from Mr. Nelson Rockefeller in which he suggests that the Coordinator of Inter-American Affairs would provide maintenance and travel expenses for a scholarship program for the benefit of students of the National University of Columbia so that they might attend courses in investigation and scientific police methods in the United States. Mr. Rockefeller stated that he realized the Bureau's burdens, but the training of these Colombians is exceedingly desirable.

The Conference was of the opinion that the Bureau cannot undertake further training activity of this type. Accordingly, if approved, Mr. Rockefeller is being so informed by letter and is being further informed of alternative schools of instruction in accordance with his request. He has been given the names of several graduates of the FBI National Police Academy who operate training schools.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc-Mr. Glavin

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

APR 8 1942

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66-4554

FBI

323,013
8/190 SPSC:1.0MS

ORIGINAL FILED IN 69-1071-1000

WRG:lrd

March 23, 1942

28854

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hince, Clegg, Hendon, Rosen, Quinn Tamm, Tracy and Glavin considered a memorandum submitted by Mr. John C. Bradley of the Files Section wherein he suggests that steps be taken by the Bureau to have set aside in the Basement a small area suitable for the parking of bicycles.

Mr. Bradley points out that it is realized that not many employees would take advantage of an opportunity to use this mode of transportation at this time but if such an area were to be established certainly, with the approach of more desirable weather and the increasing difficulties in connection with rubber and gas shortages, and the overcrowding of passenger conveyance facilities, bicycles are destined to become much more popular.

The Conference unanimously recommends that no further consideration be given to this suggestion at the present time. It further recommends that the attached communication go forward to Mr. Bradley advising that although it is not desirable to request the setting aside of such an area at this time, should he use this mode of transportation, arrangements will be made for him to have appropriate space available for the parking of his bicycle.

Respectfully submitted,
FOR THE CONFERENCE

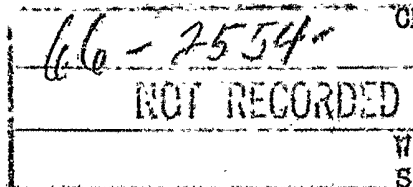
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2 APR 8 1942



323,613
8/1/90
SP5C110MS

ORIGINAL FILED IN 66-2554-1770

33355

LAE:MET

March 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Hendon, Glavin, Tracy, Q. Tamm and Hince being present, approved the suggestion of Mr. Hince that Mr. Byron Price be afforded an extremely detailed tour of the FBI with special emphasis on the Technical Laboratory. Mr. Hince suggested that Mr. Price be given a real show in the Technical Laboratory so that he may appreciate the ability of the FBI to handle technical examinations.

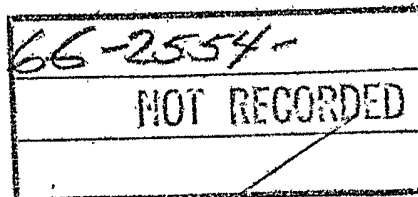
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



9 APR 2 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 328,613
DATE 8/19/96 BY SP5C/llms

ORIGINAL FILED IN 62-62736-1-18

WRG,lrd

March 23, 1942

33357

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hince, Clegg, Hendon, Rosen, Quinn Tamm, Tracy and Glavin considered a memorandum received from Mr. Quinn of the Department with which he transmitted a copy of a communication from Mr. Amos E. Taylor, Chief of the International Economics Unit, Department of Commerce, requesting certain statistical information for use in the compilation of the "Balance of international payments of the United States" for the calendar year 1941.

For the Director's information, Mr. Taylor's communication is as follows:

"In connection with our compilation of the balance of international payments of the United States for the calendar year 1941, I should appreciate your furnishing us with figures for any payments to individuals or other expenditures in foreign countries by your Department and salaries to any agents or representatives of the Department of Justice abroad in 1941, apart from any amounts paid claimants in foreign countries by the Alien Property Bureau.

"For purposes of balance-of-payments study, the Philippines and Panama Canal are considered as foreign countries, and Alaska, Hawaii, Puerto Rico and the Virgin Islands are included as part of the United States.

"In this matter, any details of which will be treated as confidential, reference is made to a recent telephone conversation with you by Mr. Harold Jones of the International Economics Unit."

The Conference is of the definite opinion that the Bureau should advise Mr. Quinn that no employees of the Bureau fall within the purview of the communication in question and there is, therefore, attached hereto a communication addressed to Mr. Quinn advising him of this fact.

Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment
1000 Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5C/L/MS

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APR 23 1942
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NOT RECORDED

WAC:EG

March 23, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon and Clegg, considered the recommendation made by Mr. Rosen that In-Service Schools be discontinued for the remainder of the present fiscal year in order to make available the approximately 70 agents who are constantly in Washington or en route to or from Washington because of In-Service Schools. These agents would be utilized on various pending cases in the Bureau with a view to improving the status of the Bureau as far as statistics are concerned and with a further view to handling applicant and other important cases which are currently pending. Mr. Rosen brought specifically to the attention of the Conference the present condition of the Investigative Division's work. He has noticed from his contacts with the various field offices that very few agents are currently working on general investigative matters and he fears a sharp decline in statistics unless action is taken at this time.

All members of the Conference were in favor of Mr. Rosen's suggestion with the exception of Mr. Clegg who felt that the In-Service Schools had proved their worth and value and that they were more than compensated for by increased efficiency and increased knowledge concerning the Bureau's procedures and policies. Mr. Clegg felt it was extremely doubtful that, as a matter of broad policy, there was any loss of time due to the agents being in Washington because of their increased efficiency upon completion of the In-Service Courses. The majority felt, however, that the existing emergency situation with reference to statistics, applicants and other matters - national defense and otherwise - would warrant the suspension of In-Service Schools for the period from now until July 1, 1942.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

66-2554-
W. R. CINGA Secretary
RECORDED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

ORIGINAL FILED IN 1-19-666

33359

LAH:JBW

March 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Tracy, Quinn Tamm, Rosen, Clegg, Hendon and Hince being present, considered the organization of the Supervisors' and Clerical Schools.

The subjects entitled "Supervisor's Manual" and "Stenographer's Manual" were found to be rather thoroughly covered by lecturers who discussed specific subjects, such as correspondence, preparation of abstracts and related matters. Accordingly, when the lecturers on the manuals appeared before the class, they found that their material had been covered in the main and they were unable to use all the time available. The Conference recommended that the time devoted to the Supervisor's Manual be reduced from three hours to one hour, and the time devoted to the Stenographer's Manual be reduced from three hours to one hour.

The Conference also recommended that, because of the fact that supervisors hesitate to ask questions which might indicate their lack of knowledge when in the presence of members of the Clerical School, these schools be separated. The Conference recommended that with respect to the school beginning Monday, March 23, it be limited to clerks and that a further schedule be prepared for the supervisors.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

66-2554-

APR 11 1942

ORIGINAL FILED IN 1-2647-13

APR 11 1942
8/1/96
SP56110m5

LAH:MET

March 23, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Hendon, Glavin, Q. Tamm, Tracy, and Hince being present, considered a suggestion by SAC Hammack that a series of cartoon drawings prepared by Special Agent Ray E. Sullivan be used in connection with quarterly police conferences. An examination of the cartoons seems to indicate that some of them are comic in nature and do not make a dignified presentation.

The Conference disapproved this suggestion and if approved, a letter to SAC Hammack has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

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APR 17 1942

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

23861

WRG:lrd

March 23, 1942

MEMORANDUM FOR THE DIRECTOR

A
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hince, Clegg, Hendon, Rosen, Quinn Tamm, Tracy and Glavin considered a memorandum submitted by Mr. Robert Milne of the Chief Clerk's Office that the Bureau discontinue charging on Special Agent inventories the booklet entitled "Protection of Industrial Facilities."

For the Director's information, when this booklet was first issued it was issued on receipt only to plant officials and also to Special Agents of the Bureau. Since that time we have discontinued the issuance of the manual on receipt to outsiders and it is felt that should not be necessary to include this manual on an Agent's inventory.

The Conference recommends approval of this suggestion.

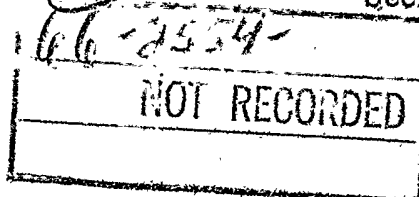
There is attached hereto an appropriate memorandum for the Chief Clerk concerning this matter as well as a communication to Mr. Milne.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/19/90 BY SP5C/LMS

ORIGINAL FILED IN 99-2-2-66-23861

7

LAH:PJ

March 23, 1942

3332

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Hendon, Glavin, Quinn Tamm, Tracy, and Hince, considered and approved the attached modification of the "Vocation Record" pertaining to languages, in accordance with a suggestion made by Mr. Santoiana, which suggestion had been reviewed and given the approval of Mr. Fitch, in charge of the Translation Section, and Mr. Glavin.

If approved, a letter to Mr. Santoiana has been prepared.

Respectfully,
For the Conference

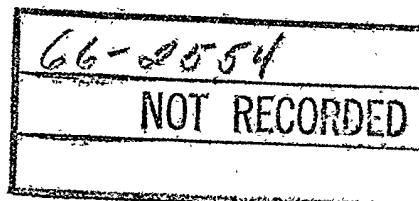
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment
cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1 APR 18 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5C/LMS

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ORIGINAL FILE IN 66-2554-17

LAN:NET

March 23, 1942

THE DIRECTOR

A. The Executive Conference, Messrs. Tolson, Hendon, Glavin, Tracy, Q. Tamm, and Hince being present, approved the membership in the "Possible Club" of Special Agent I. B. Hale, firearms instructor, who fired a perfect score on the practical pistol course at Quantico, Virginia, on March 15, 1942.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Hesse _____
Mr. Egan _____

4 APR 24 1942

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 3231013
DATE 8/7/90 BY SP5C110ms

ORIGINAL FILED IN 66-15180-15

LAN:PF

March 23, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Hendon, Glavin, Quinn Tamm, Tracy, and Hince, considered the suggestion made by Mr. Hince that a uniform policy be established with respect to the requirements for attendance at firearms training on the part of those Agents who attend the In-Service School at Washington and who upon returning to their field offices find that there is a firearms training period to be attended during the same month.

It was pointed out to the conference that 4 classes of In-Service men take training each month; that each man receives 4 days firearms training; that in view of this fact it would not seem necessary for these Agents to receive the single day of firearms training which is the formal requirement for the field during each month. The possibility of saving considerable Agents' time was pointed out.

RECOMMENDATION: The conference recommended that, as a uniform policy, any Special Agent who attends In-Service School during any one month and who receives firearms training during the school, should not be required to attend any field firearms training period during the same month. If approved, the attached bulletin has been prepared for distribution.

Respectfully,
For the Conference

Glyde Tolson
Chairman

H. M. B. Glavin
Secretary

U. S. A.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment
cc - Mr. Glavin

4 APR 30 1942

66-2554-

INITIALS ON ORIGINAL - 3

FILE

ORIGINAL FILED IN 1-2-2-719

March 21, 1942

3365

CHC:LL

62-9798-335

62-93413-1205

THE DIRECTOR

E
plu
The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Rosen, Clegg, Nichols, Ladd, G. Tamm, Hendon, Hince, and Carson being present, considered the attached suggestion of Special Agent Edward L. Du Bois, Jr., of the Seattle office, to the effect that the Bureau give consideration to having G-2 and GHI throughout the field utilize some symbol in designating information as having been received from some particular field office of this Bureau; in other words, the GHI and G-2 local field offices would designate the Seattle office as "D-1," and other symbols would be used accordingly for other field offices by the various GHI and G-2 offices.

The Conference was of the opinion that this suggestion contains no practical merit, particularly inasmuch as the G-2 and GHI offices do not at the present time use symbols, but report all information, including that obtained from the FBI, as having been obtained from "a confidential source believed to be reliable," or some similar designation. If the FBI is always designated by symbol, in all probability it would only be a very short time until the words "Federal Bureau of Investigation" had just as well be used.

In addition, this would seem to be a problem for GHI and G-2 to work out, inasmuch as the only position taken by the Bureau in connection with its reporting is that information received from the FBI shall be treated as confidential. It is not believed proper for the Bureau to go any further than to insist that information received from us shall be treated as confidential, unless, of course, evidence is received that our information is not being kept confidential, in which instance the matter can and is being appropriately taken up to perfect proper adjustment.

Agent Du Bois is being advised accordingly by letter.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

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U. R. Glavin
Secretary

323,613
8/1/96
SP5C110MS

ORIGINAL FILED IN 62-9798-335

March 21, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/7/90 BY SP5cl/mS

The Executive Conference consisting of Messrs. Tolson, Holloman, Hince, Quinn Tamm, D. A. Tamm, Tracy, Glavin, and Nichols considered the suggestion which has been advanced regarding the uniform use of a form for transmitting communications to OHI, G-2, Donovan, the State Department, and other Governmental agencies. Both Miss Gandy and Mr. Nease had submitted one form while Miss Margery Williams of the Reading Room had submitted another form.

In connection with the use of a form, it is pointed out that there are at least a minimum of two hundred pieces of correspondence a day emanating from the Bureau to the various Governmental agencies of a routine nature which for the most part are prepared on the Director's personal letterhead merely transmitting general intelligence information. By using a letter this of course requires the preparation of an envelope, the typing of a letter, in addition to typing up the memorandum transmitting the information. By using a form such as considered by the Executive Conference there will be a saving of time on the part of the stenographers, the Reading Room, the people who sign communications, and everywhere around.

The Conference was unanimous in approving the attached form which would be used as follows:

1. To transmit memoranda of a routine nature to OHI, G-2, Donovan, the State Department, Economic Warfare Board, Selective Service, Maritime Commission, and other Governmental agencies ~~excepting~~ of course the White House. Naturally judgment would be ~~used~~ for there would be instances where the Director should write a ~~personal~~ letter.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Tracy

Mr. Rosen

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

2. In the event the information consisted of only two or ~~three~~ paragraphs it would be typed right on the one form which would be prepared on a regular letterhead. If the form were transmitting a memorandum the small size letterhead would be used.

3. Envelopes will not be prepared with the use of this form since the Mail Room can sort this mail and place all

1 APR 16 '42

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NOT RECORDED

3367

Memorandum for the Director

Page Two

forms in one envelope.

If approved by the Director a memorandum of instructions is hereto attached.

Respectfully,
For the Conference

Clyde Tolson, Chairman.

W. R. Glavin, Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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March 23, 1942

CHC:LL

73008

THE DIRECTOR

The Executive Conference, Keane, Tolson, E. A. Tamm, Glavin, Rosen, Clegg, Nichols, Ladd, G. Tamm, Hendon, Harbo, and Carson being present, considered the attached Bureau Bulletin with regard to the American Legion contact program, and approved its transmission to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

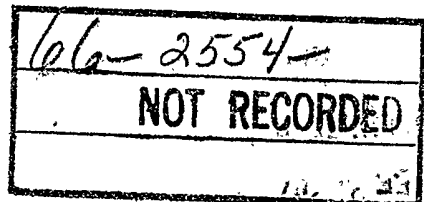
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Attachment

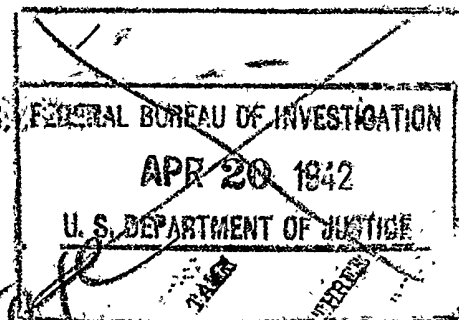
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5CJ/oms



MAY 21 1942

ESW
Ladd



ORIGINAL FILED IN 66-2554-

March 21, 1942

SJT:jm

3669

THE DIRECTOR

RE: REQUEST OF GRIEVANCE COMMITTEE,
DISTRICT OF COLUMBIA BAR

Austin Canfield of the Grievance Committee of the District Bar advised the committee is proceeding against Nathan Dobbins, attorney, and their evidence consists of an alleged forgery on a check endorsement and claim release which should have been signed by Dobbins' client, one Scott.

Mr. Canfield stated that the Justice who will hear the case suggested the handwriting be studied by the FBI.

The Executive Conference today consisting of Messrs. Tolson, Tamm, Ladd, Clegg, Nichols, Hince, Hendon, Rosen, Quinn Tamm, Glavin and Tracy recommends that the matter be presented orally to Judge Holtzoff for his opinion and if he approves, that the requested examination be given.

It was pointed out that for several years the policy of the Bureau has been to be of assistance to bar associations in connection with disbarment proceedings throughout the country. There have been no requests recently; however, during the time when we had a number of kidnapping cases agents did appear in disbarment proceedings in various parts of the country.

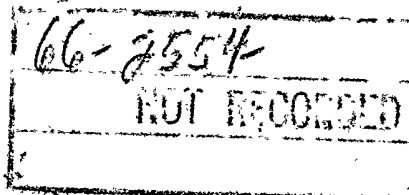
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/17/90 BY SP5CUM/S

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March 18, 1942

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THE DIRECTOR

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The Executive Conference, Messrs. E. A. Tamm, Glavin, Rosen, Hendon, Nichols, Ladd, Tracy and Quinn Tamm being present, considered a series of suggestions submitted by R. D. Cross, a Technical Section employee, and makes the following recommendations:

(1) Mr. Cross suggests that because of the constant moving of existing equipment in the Technical Section and other sections of the Identification Division scale models of the seventh floor be prepared so that moves may be planned in advance.

RECOMMENDATION: The Conference advises that such moves are now planned on scaled paper and it is not believed that working models would be necessary or practical. The Conference recommends against the adoption of the suggestion.

(2) This employee suggests that the fingerprint cabinets of the Government and Personal Identification Files be placed on top of the Late Criminal Files in order to conserve space.

RECOMMENDATION: The Conference advises that this would necessitate new and expensive equipment in the Identification Division and would not be practical from the standpoint of searching fingerprint cards. The Conference recommends against the adoption of the suggestion.

(3) Mr. Cross suggests that a five-minute period of time at the beginning and end of each shift be allowed the personnel in order to clear the sections prior to the next shift's starting.

RECOMMENDATION: The Conference feels that a ten-minute period at the end of each shift in which the employees working could put their work away and clear the section would result in a material saving to the Bureau. At the present time there is no time between shifts in the Identification Division, consequently, the Night Force coming on duty must stand and wait in the corridors and circles until the Day Force leaves before they can start to work. This results in confusion. This condition also exists in the Typing Section where the Night Force typists coming to work must wait for the Day Force typists to leave their desks before they can sit down and go to work. The Conference, therefore, recommends that ten minutes be allotted to each shift in order to put their work away and depart in order that the incoming shift may immediately start to work.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
NOT RECORDED

APR 16 1942

ORIGINAL FILED IN 66-1631-71

Memo for the Director

-2-

March 18, 1942

(4) Mr. Cross suggests that an optional five-minute rest period be substituted for the present five-minute rest period in the Identification Division.

RECOMMENDATION: The Conference is unanimously opposed to this suggestion, feeling that it would present an administrative problem that would be difficult to handle.

(5) Mr. Cross submitted two suggestions concerning plans for future expansion of the Identification Division and a survey board to study and remedy section and inter-sectional problems.

RECOMMENDATION: The Conference advises that such a board is presently in effect, being governed by officials and supervisors of the Identification Division.

(6) This employee suggests that all fingerprint glasses which are presently charged to individual employees be recalled and a certain number of glasses be assigned to each cabinet row.

RECOMMENDATION: The Conference feels that this is not advisable. The employees are presently charged with the maintenance of one fingerprint glass and they are responsible for it at all times. Such a suggestion as submitted by Mr. Cross would make it impossible to place the responsibility in case of lost Government property.

(7) He suggests that routing slips be a 3 x 5 piece of paper with a date line, name line and signature line. He states that this would definitely result in a saving of paper.

RECOMMENDATION: The Conference agrees and suggests that such routing slips be adopted where they are adaptable to the work of a supervisor or section.

(8) Mr. Cross suggests that the sign-in registers and sectional work be handled by building pass numbers rather than by name of employee.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Tracy _____

Mr. Rosen _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

RECOMMENDATION: The Conference is unanimously opposed to this suggestion.

It is noted that he submitted certain other suggestions in connection with his memorandum, some of which have been placed in effect prior to the submission of the suggestion. Consequently, they are not being commented on in this memorandum.

Memorandum for the Director

-3-

March 16, 1942

200370

A letter thanking this employee for his suggestions is being held pending your decision concerning the matters outlined above.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

DEL:GS

April 4, 1942

3322

THE DIRECTOR

The Executive Conference on April 4, 1942, attended by Messrs. E. A. Tamm, Glavin, Nichols, Rosen, Hendon, Hince, Holloman, Tracy, Carson and Ladd, considered the suggestions contained in the attached letter to Mr. Oscar Cox, Assistant Solicitor General, with reference to the proposed changes and additions to the Espionage Acts.

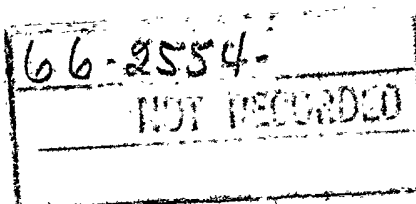
The conference was unanimously in favor of submitting these suggestions to the Department as they are set forth in the attached letter.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____ Attachment
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



5 APR 24 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5CJL/MS

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3823

April 4, 1942

SJT:jm

THE DIRECTOR

With reference to the suggestion of Mr. C. A. Appel, for the control of the manufacturing of paper in the United States, i.e., as to how paper used in the mails going to foreign destinations might be controlled so as to secure favorable results on checking for the use of invisible inks, the Conference was advised that Messrs. Appel and Stanley of the Laboratory have studied this matter and have pointed out that it would be necessary to have certain chemicals put into the paper at the time of manufacture, that this would require that manufacturers put into the paper a definite percentage of the desired chemical per square inch. The desired chemicals could also be put into the paper and its use controlled by requiring that only a special type of paper be used in correspondence being sent out of the country.

Messrs. Appel and Stanley point out that the proposal would require experimentation since the process would have to be changed from time to time and it would probably be necessary to set up a joint committee of Censorship-Bureau of Standards-FBI, technicians to work out the exact material requirements.

The Conference consisting of Messrs. Tamm, Glavin, Nichols, Ladd, Rosen, Hendon, Holloman, Carson and Tracy, was unanimously of the opinion that while the suggestion has merit, the magnitude is such that favorable consideration at this time is not warranted.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-2554

APR 13 1942

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ORIGINAL FILED IN 60-604

JOHN EDGAR HOOVER
DIRECTOR



DML:WGR

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 11, 1942

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ☒
Mr. E. A. Tamm ☒
Mr. Clegg ☒
Mr. Glavin ☒
Mr. Ladd ☒
Mr. Nichols ☒
Mr. Tracy ☒
Mr. Rosen ☒
Mr. Carson ☒
Mr. Coffey ☒
Mr. Hendon ☒
Mr. Holloman ☒
Tele. Room ☒
Mr. Harbo ☒
Mr. Quinn Tamm ☒
Mr. Nease ☒
Miss Beahm ☒
Miss Gandy ☒

At a meeting of the Executive Conference on March 9, 1942 which was attended by Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Tracy, Q. Tamm, Nichols, Rosen, Holloman and Ladd, the suggestions in the attached teletype from Mr. Foxworth in New York were considered:

1. The first suggestion of Mr. Foxworth was to the effect that the Bureau take definite steps to have the German radio stations known to be operating in South America closed and the operators and persons connected with these stations prosecuted in the countries where they are now located.

The Executive Conference was in favor of this recommendation with the exception of Mr. Holloman. Mr. Holloman was of the opinion that inasmuch as it was possible for the Bureau to break the codes and thus obtain the messages and follow the activities of the German espionage agents, it would be much easier for the Bureau than it would be were these stations closed and other stations opened in South America, the location of which would be unknown, the operators of which would be unknown and it would necessitate detailed, lengthy investigations on the part of SIS employees to locate these stations and tie in the operators. Mr. Holloman felt that inasmuch as the Bureau, the Navy, the Army and the British were obtaining the intercepts from these stations and decoding them, it would be much to our advantage to let them continue operating in order that we might know the moves being made by the German espionage system.

2. Mr. Foxworth suggested that in view of the fact that we are now at war, it was his recommendation that long, drawn out investigations in espionage cases be discontinued and as espionage agents are located they be arrested and prosecuted rather than to deal with them for the purpose of uncovering any possible large ring of espionage agents.

With the exception of those definite possibilities under investigation in the New York district at the present moment such as the Popov, Rod V and Mosquera cases, the Executive Conference was unanimously in favor of this recommendation.

3. Mr. Foxworth suggested that the censorship authorities be contacted for the purpose of perfecting arrangements whereby all letters addressed to known cover addresses used by Axis espionage agents be delivered to the Bureau for examination, for secret writing and other secret means of communicating.

It was pointed out to the conference that the censorship authorities have already been requested for all of this information; have been requested to furnish original letters for examination, and have been furnished with the complete

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3/14/42
Sullivan
Clegg

OK.
H. "watch lists" in order that they might furnish the Bureau with the information which it is interested in, that this watch list is brought up to date weekly. It was pointed out that satisfactory coverage has not as yet been obtained from the censorship authorities, and the conference was unanimously of the opinion that Mr. Hince should endeavor to effect satisfactory arrangements with these censorship authorities.

4. Mr. Foxworth suggested that arrangements be made for the purpose of making spot checks of all mail going to those towns in Europe where it is known that Axis agents operate, such as Lisbon, Portugal; that this could be done by obtaining a complete bag of mail going to Lisbon and making an examination in the Laboratory of the letters and material contained therein. It was pointed out that similar spot checks could be made for towns in Sweden, Spain and Portugal where it is known that Axis agents are operating.

H.
H. The conference was unanimously of the opinion that censorship authorities should be approached for the purpose of endeavoring to work out some satisfactory spot check of this kind.

5. Mr. Foxworth suggested that in connection with the intercepts from radio stations in Mexico and South America, the Bureau files be reviewed and the appropriate field office furnished with a summary of any information contained in the Bureau files developed through these intercepts with reference to the operation of any espionage agent or ring of espionage agents in a particular field division.

H.
H. It was pointed out to the conference that this has been the practice of the Bureau ever since the intercepts were first received. It was further pointed out that copies of all intercepts, regardless of the nature of the information, have been furnished to Mr. Foxworth in New York City.

H. The conference was unanimously of the opinion that this procedure should be continued.

In the event you approve of the action of the conference, an appropriate letter will be prepared for Mr. Foxworth, advising him of the Bureau's action with reference to his suggestions, and that appropriate steps will be taken to place these suggestions into effect.

In connection with the first recommendation relative to the closing down of the German espionage radio stations in Central and South America, it should be noted that the British are opposed to this action; and a suggestion is being included in the agenda for the Hemisphere Conference to cover the discussion of the Bureau's policy with reference to these stations.

Respectfully,
FOR THE CONFERENCE.

Attachment

✓
Clyde Tolson
Chairman

✓
W. R. Glavin
Secretary

MAR 1 1942

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Holloman ✓
Mr. McGuire ✓
Mr. Quinn Tamm ✓
Mr. Nease ✓
Miss Gandy ✓

FBI NEW YORK 3-8-42 4-20 PM T
DIRECTOR ✓

LAMP. I WANT TO RECOMMEND IN CONNECTION WITH THE OPERATION OF TH VARIOUS
CLANDESTINE RADIO STATIONS IN LATIN AMERICA THAT SUCH ACTION AS IS
POSSIBLE TO THE BUREAU BE TAKEN TO HAVE THESE STATIONS CLOSED AND THE
OPERATORS AND PERSONS CONNECTED THEREWITH PROSECUTED IN THE COUNTRIES
WHERE THEY ARE NOW LOCATED. THE REASONS PROMPTING THIS RECOMMENDATION
ARE THAT, FIRST, FROM THE MESSAGES WHICH I HAVE OBSERVED THEY ARE
SENDING INFORMATION WHICH IS OF VALUE TO THE ENEMY AND I THINK THAT THIS
SOURCE OF INFORMATION TO THE ENEMY WOULD AT LEAST BE CURTAILED, IF THE
STATIONS WERE CLOSED, SECONDLY IT IS MY FEELING THAT IF THESE STATIONS
IN SOUTH AMERICA ARE CLOSED IT MAY POSSIBLY FORCE THOSE AGENTS OF THE
AXIS POWERS HERE IN THE UNITED STATES TO MAKE USE OF THE THREE RADIO
SETUPS WHICH WE PRESENTLY HAVE IN OPERATION IN NEW YORK AND SUCH OTHER
RADIO STATIONS AS OTHER FIELD OFFICES MAY HAVE IN OPERATION. AS THE BUREAU
RECALLS WE HAVE ESTABLISHED RADIO COMMUNICATION WITH GERMANY IN THE CASES
WORKING OUT OF THE USE OF INFORMANT POPOV MOSQUERA AND THE IMPERSONA-
TION OF THE GERM. AGENT ROY V. IN THE AXIS ESPIONAGE AGENTS IN THE UNITED
STATES ARE FORCED INTO USING THESE STATIONS OR OTHERS WHICH MIGHT BE
UNDER THE CONTROL OF THE BUREAU IT WILL THEN BE POSSIBLE FOR THIS GOV-
ERNMENT'S AUTHORITIES TO CLEAR ALL INFORMATION GOING TO GERMANY AND THUS
SEE THAT NO INFORMATION HARMFUL TO OUR WAR EFFORT IS PLACED IN THE HANDS
OF THE ENEMY. I WANT TO MAKE THE FURTHER RECOMMENDATION THAT OUR INVESTI-
GATIVE WORK IN ALL ESPIONAGE CASES, UNLESS THE MEANS OF COMMUNICATION IS
CONTROLLED BY US SUCH AS IN THE THREE RADIO STATIONS MENTIONED, BE

66-2554

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PAGE TWO

DIRECTED TOWARD THE EARLIEST POSSIBLE APPREHENSION AND PROSECUTION
FOKKX OF THE ESPIONAGE AGENTS. IT IS MY FEELING THAT IN WARTIME WE
CANNOT CARRY OUT THE LONG INVOLVED INVESTIGATIONS WHICH MIGHT BE DESIRABLE
DURING PEACE TIME UNLESS WE CAN BE POSITIVELY ASSURED THAT THE MEANS OF
COMMUNICATION ARE UNDER OUR COMPLETE CONTROL. FROM THE OBSERVATIONS
WE HAVE BEEN ABLE TO MAKE IN NEW YORK IT DOES NOT APPEAR THAT WE ARE
BEING FURNISHED BY THE VARIOUS CENSORSHIP AUTHORITIES WITH ALL
COMMUNICATIONS WHICH MIGHT BE OF INTEREST TO US, I THEREFORE WANT TO
RECOMMEND TO THE BUREAU THAT THIS QUESTION AGAIN BE TAKEN UP WITH THE
CENSORSHIP AUTHORITIES AND SOME ARRANGEMENTS PERFECTED WHEREBY WE CAN
BE ASSURED OF HAVING DELIVERED TO US ALL LETTERS ADDRESSED TO THE KNOWN
COVER ADDRESSES USED BY AXIS ESPIONAGE AGENTS THROUGHOUT THE WORLD. I
THINK WE SHOULD ALSO ENDEAVOR TO HAVE SUBMITTED TO US FOR EXAMINATION
FOR SECRET WRITING FROM TIME TO TIME THOSE COMMUNICATIONS ADDRESSED TO
CITIES OR TOWNS WHERE IT IS FELT THAT THE AXIS ESPIONAGE MAY HAVE
HEADQUARTERS SUCH AS, FOR EXAMPLE, LISBON, PORTUGAL. THIS OFFICE HAS BEEN
FURNISHED WITH COPIES OF CERTAIN MESSAGES WHICH HAVE BEEN RELAYED FROM
THE MEXICO AND SOUTH AMERICAN RADIO STATIONS INDICATING THE OPERATION OF
AGENTS IN THE UNITED STATES. IT IS RECOMMENDED THAT THE BUREAU'S FILES
BE REVIEWED AND THE APPROPRIATE FIELD OFFICES FURNISHED WITH A SUMMARY
OF ALL INFORMATION CONTAINED IN THE BUREAU'S FILES WHICH IS DEVELOPED
FROM THESE SOURCES OUTSIDE THE UNITED STATES INDICATING THE OPERATION
OF ANY ESPIONAGE AGENT OR RING OF AGENTS WITHIN THE RESPECTIVE FIELD
OFFICE TERRITORIES.

FOXWORTH

END

4-28 PM OK FBI WASH DC NG

C.C. Ladd

March 28, 1942

CHS:LL

THE DIRECTOR

Re: ~~X~~ ALIEN EMPLOYMENT IN AIRCRAFT
AND MUNITIONS PRODUCTION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5C/10ms

The Executive Conference, Messrs. E. A. Tamm, Ladd, Clegg, Nichols, Connelley, Rosen, Tracy, Q. Tamm, Hendon, and Carson being present, considered the attached suggestion that the Bureau have the War and Navy Departments conduct their own investigations with regard to alien employment in aircraft and munitions production.

The Conference was unanimously of the opinion that the Bureau should at this time attempt to have the War and Navy Departments take over these investigations, particularly in view of the fact that while the volume at the present time is only about one thousand pending requests for investigations, it is contemplated that the complete change-over of industry from peacetime to wartime production will, within the next month or so, result in approximately sixty thousand such investigations being necessitated. It has been pointed out that our experience in these investigations indicates definitely that we are not requested to investigate aliens for employment concerning whom there is derogatory information as to loyalty, etc. The standard practice is that permission to employ such aliens on whom there is available derogatory information is immediately refused by the War and Navy Departments without an investigation being required. The Bureau will eventually be called upon to investigate thousands of English, Australians, Canadians, Chinese and other aliens from friendly countries, purely for the purpose of determining whether they should be employed, there being no derogatory information except such as might be uncovered by an investigation, this being, of course, strictly speaking, an applicant-type investigation.

It will be recalled that the Bureau formerly considered this proposition during peacetime, and it was felt that we should continue the investigations, although the Bureau gets no benefit therefrom, purely as a defensive measure, in order to keep the Army and Navy investigators out of defense plants. The Conference feels that this picture has changed materially, inasmuch as the Army and Navy are now conducting loyalty investigations of plant employees to determine whether they should be discharged, etc., and that the Bureau should attempt to pass back these alien applicant employee investigations to the War and Navy Departments.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INDEXED

66-2554-1961
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8 JUN 2 1942

204

ORIGINAL FILE IN 66-2554-1961

Memorandum for the Director

Page 2

3341

If you approve, this matter will be placed upon the next agenda for the Interdepartmental Intelligence Conference in order that the reactions of CMI and G-2 might be obtained.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

LAR:MET

March 27, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Carson, Ladd, Clegg, Rosen, Hendon, Tracy, Nichols, and Hince being present, considered and approved the attached amended schedule for supervisors schools and clerical schools. Separate curricula have been devised to fit more closely the needs of supervisors and clerical personnel. There are attached lists of subjects approved for the supervisors and a separate list of subjects approved for the clerical employees.

Mr. Nichols was of the opinion that a survey should be made to get a uniformity in punctuation for approval prior to the handling of the subject "Punctuation" before the clerical schools. An immediate survey by reading room personnel was recommended.

A clerical school is now in progress and at its conclusion a school for supervisory employees will be conducted.

Respectfully,
For the Conference

Clyde Tolson
Chairman

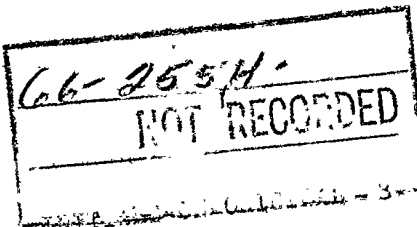
W. H. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

Enclosure

4 APR 23 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/1/90 BY SP5C110ms

ORIGINAL FILED IN 66-2654-1

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March 27, 1942

3342
THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Nichols, Hendon, Carson, Ladd, Hines and Clegg, recommended that the Bureau truck be utilized whenever necessary to carry laundry from the Academy building at Quantico to Washington and return. The distance of eighty miles' travel to and from Quantico has caused the regular delivery trucks of the laundries to decide that the amount of wear on the tires makes this business unprofitable. The only additional effort involved in permitting the Bureau's truck to haul the official and personal laundry is the transportation for already one of the caretakers makes up lists and keeps records of outgoing and incoming laundry. Only the question of transportation is involved. The Conference recommended this matter favorably.

Respectfully,
FOR THE CONFERENCE

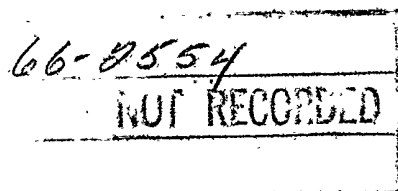
Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

APR 17 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/MMS

HHC:MET

March 26, 1942

THE DIRECTOR

In view of the permission of the Attorney General to tap telephone wires in special types of cases, the Executive Conference recommended that the phraseology of Section 16 of the Manual of Rules and Regulations be changed to omit wire tapping as an unethical practice and that Section 16 be revised in the master manual to read as follows:

Section 16, "UNETHICAL TACTICS.—Entrapment or the use of any other improper, illegal or unethical tactics in procuring information or evidence in connection with investigative activity will not be tolerated by the Bureau."

The Executive Conference recommended that this change be made in the master manual, that no reprinting be made of this page at this time, and that this section be reprinted only after the next amendments are made generally to the Manual of Rules and Regulations.

Respectfully,
For the Conference

Ulyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

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March 26, 1942

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THE DIRECTOR

There is attached hereto, for your approval,
a proposed Bureau Bulletin, entitled Internal Security,
Alien Enemy Control Program.

Respectfully,

D. M. Ladd

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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APR 23 1942

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Approved by
X Conf

Approved by
Director

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March 24, 1942

SJT:RT

THE DIRECTOR

②
 The Executive Conference was advised by Mr. Tracy of a suggestion by Messrs. Appel and Stanley of the Laboratory that paper manufacturers throughout the country be required to use a set formula of materials mixed with their own ingredients, the formula to be so adjusted that it will produce one of two results, i.e., (1) expose any attempt to use secret ink; (2) enable development of any secret ink by uniform tests. They point out that good paper must be difficult to secure in Europe for the reason that spies have been directed to bring back to Europe a supply of such paper.

The Conference, consisting of Messrs. Tolson, Tamm, Clegg, Ladd, Glavin, Nichols, Q. Tamm, Carson, Hendon, Hince and Tracy, were unanimously of the opinion that the suggestion was impractical because of its magnitude.

Respectfully,
 For the Conference

Clyde Tolson
 Chairman

W. R. Glavin
 Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____ cc Mr. Glavin
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

APR 15 1942

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ALL INFORMATION CONTAINED
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 DATE 8/19/90 BY SP5C110ms

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ORIGINAL FILED IN 70-664

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March 24, 1942

THE DIRECTOR

The Executive Conference unanimously approved the attached bulletin calling attention to the establishment of the Alien Property Custodian and the duties which the Bureau will be called upon to perform in connection with that office.

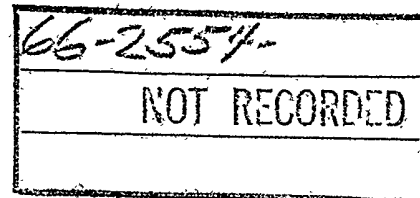
*Respectfully,
For the Conference*

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 62-67357-2

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April 4, 1942

SJT:jm

THE DIRECTOR

RE: DOCUMENT EXAMINERS
LABORATORY

C. E. Jones
The Conference was advised of the existing procedure in the Laboratory of assigning two examiners to each document case where there is a comparison with known handwriting or handprinting and if one examiner reaches a positive conclusion and the other no conclusion, the "no conclusion" opinion is sent to the field.

The Laboratory recommends that only one examiner be initially assigned to a document case for the duration of the emergency and in the event he reaches a "no conclusion" opinion that no other examiner be assigned.

The Conference was advised that the adoption of the suggestion would in no way affect the examination nor would it affect reports as presently made to field offices. It would, however, result in a saving of time and speed up examinations in the Laboratory to an appreciable extent and due to the emergency it is desirable that this procedure be adopted in view of the present great volume of work.

The Conference unanimously approves the suggestion. There were present Messrs. Tamm, Glavin, Nichols, Ladd, Rosen, Nince, Holloman, Carson and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/10ms

cc - Mr. Glavin

RECORDED

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FBI - NEW YORK	
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4 MAY 9 1942

ORIGINAL FILED IN 80-115

LAH:MET

May 16, 1942

THE DIRECTOR

95
The Executive Conference, Messrs. E. A. Tamm, C. Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince being present, considered Mr. Foxworth's inquiry as to whether copies of reports originating in New York, containing information concerning employees of the censorship or applicants for employment with the censorship, should be furnished directly to the Postal Censor at New York or whether some other procedure should be followed. The Postal Censor at New York has informed Mr. Foxworth that from time to time he receives reports from G-2 which indicate that the FBI has furnished G-2 with information concerning persons who are either employees of censorship or applicants for censorship positions. The Postal Censorship at New York would like to receive such information directly.

RECOMMENDATION: The Conference recommended that Mr. Foxworth be informed that there is no objection to furnishing information resulting from investigations directly to the Postal Censorship at New York, although no copies of reports should be transmitted but simply the information furnished orally or in substance.

If approved, there has been prepared a letter to Mr. Foxworth.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

8 JUN 1 1942

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ORIGINAL FILED IN 106-2554-1963

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

HHG:BG

April 1, 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5C/10ms

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Connelley, Quinn Tamm, Rosen, Tracy, Carson, Hendon and Clegg, considered the suggestion of the Los Angeles office and of Supervisors J. A. Carlson and J. A. Robey with reference to the recording of complaints received at field offices. There is attached hereto a form marked "FD-71" which is the present form for reporting new cases to the Special Agent in Charge of an office by a Special Agent.

The Los Angeles office suggests the modification of this form which will have added the space for name, address and telephone number of the person making the complaint. The proposed form is attached hereto and marked "B."

Supervisors Carlson and Robey recommend that the attached form "C" be utilized. This form incorporates all the requirements of the other forms, with an additional form by which the Special Agent in Charge can quickly and easily indicate the action to be taken. Mr. Connelley was of the opinion that this form might be helpful to the new men who will need any help and assistance that they can get when they reach the field.

The Conference recommended unanimously that form "C" be adopted just as soon as the present supply of new case forms has been exhausted. If this is approved, there is attached hereto a suggested bulletin announcing that the new form will be prepared to replace the old form as soon as the present supply has been used up, and the Los Angeles office is being advised accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

66-254-1964
FEDERAL BUREAU OF INVESTIGATION
2 MAY 5 1942
U.S. DEPARTMENT OF JUSTICE

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Holloman ✓
Tele. Room ✓
Mr. Harbo ✓
Mr. Quinn Tamm ✓
Mr. Nease ✓
Miss Gandy ✓
Mr. Beach ✓
Miss Gandy ✓
Mr. Rosen ✓

RECORDED COPY FILED IN 66-20614

Federal Bureau of Investigation
United States Department of Justice

-76A

(Place)

(Date)

Special Agent in Charge

NEW CASECharacter

Subject

Details:

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY 1585C/lon/s

4-2354-1964

Special Agent

11 11

New Form

**Federal Bureau of Investigation
United States Department of Justice**

COMPLAINT FORM

Subject's Name and Aliases

Name of Complainant

Address of Subject

Address of Complainant

Character of Case

Telephone Number of Complainant

Date and Time Complaint Received

FACTS OF COMPLAINT:

(If additional space needed use reverse side)

ACTION RECOMMENDED BY AGENT:DISPOSITION BY SAC:

Open New Case:

Assign to Agent

Assign to P.D.

Defer

Route to Agent

No Action Necessary:

File In

Special Agent

Special Agent in Charge or
Supervisor

CHC:LL

May 5, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Tracy, Rosen, Quinn Tamm, Hendon, Hince, and Carson being present, considered the attached suggestion dated April 15, 1942, of Mr. T. J. Scott of the Chief Clerk's Office that the Bureau make deductions from the salaries of undercover SIS employees for retirement benefits and deposit these sums to the accounts of the employees in a Washington bank.

The Conference was unanimously of the opinion that the present practice should be continued; that is, of not making these deductions and of giving the full amount of the salary to each SIS employee, explaining to the employee that deductions are not being made and the reason therefor, namely, that deductions cannot be made and actually paid into the retirement fund without uncovering the employees to the Civil Service Commission and the Treasury Department. The Conference was of the opinion the suggestion that deductions be made and deposited in a bank is impracticable and unsound, inasmuch as the rate of interest will be very low and it will be better to pay the entire amount to the employee in question so that it can be invested and handled as the employee sees fit.

This matter will be explained to each SIS employee working under cover, and in the event any employees voice any objections to the present procedure, proper attention will be furnished to such objections.

Respectfully,
For the Conference

RECORDED

Glyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1964X1
FEDERAL BUREAU OF INVESTIGATION
JUL 31 1944
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

54 AUG 7 1944

RETURN DIRECTLY TO SIS DIVISION

323,013
8/2/90 SP5c:iloms

ORIGINAL COPY FILED IN 64-4104-1774

EC:ash

April 7, 1942

3821

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, E. A. Tamm, Glavin, Tracy, Quinn Tamm, Nichols, Carson, Hendon, Rosen and Holloman considered the advisability of furnishing male stenographers to those Agents located in certain Embassies in Latin America.

It was pointed out that it was most desirable that the Agents located at designated Embassies below be provided with a male stenographer:

Special Agent H. C. Spears, Bogota, Colombia.
Special Agent Clarence E. Moore, Quito, Ecuador.
Special Agent Robert W. Hall, Santiago, Chile.
Special Agent Jack West, Rio de Janeiro, Brazil.
Special Agent John C. Oakes, Caracas, Venezuela.

It was explained that at the present time the Agents in the Embassies were required to type their own reports containing intelligence information. The Agents listed above are all required to handle a large number of informants, sources of information, contacts and conduct various types of inquiries and investigations. A large amount of intelligence data is furnished the Bureau by these Agents and at the present time it requires a large amount of the time of these Agents in personally typing up the information. The Agents quite frequently submit reports ranging from ten to one hundred pages in length and the time spent by them in actually typing up such reports could more profitably be spent in gathering more intelligence data.

It was pointed out that the Agents in the Embassies had been chosen with care as to their reliability and ability and that the male stenographer would be under their jurisdiction and guidance. It was also pointed out that at the present time the Bureau has plans to enlarge its Special Agent coverage in the various Embassies and to eventually place four or five Agents in each of the Embassies, thus greatly enlarging the volume of intelligence reports.

The Executive Conference was unanimously of the opinion that a male stenographer should be furnished to each Agent named above.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/96 BY SP5CJ/oms

Respectfully,
For the Conference

Clyde Tolson,
Chairman

H. R. Glavin,
Secretary

RECORDED
66-2554-1962
FEDERAL BUREAU OF INVESTIGATION
AUG 2 1944
U. S. DEPARTMENT OF JUSTICE

cc - Mr. Glavin

AUG 7 1944

RETURN DIRECTLY TO SIS DIVISION

ORIGINAL COPY FILED IN

66-2554-1965
NOT RECORDED

8 JUN 16 1964

261



J. EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 4, 1942

COH:lgs

MEMORANDUM FOR MR. GLAVIN

Re: AUTOMOBILE TIRES

On the morning of April 3, 1942, the writer and Mr. Jack Adler of the Department contacted Mr. Roland, who is handling the rationing of automobile tires at the Procurement Division of the United States Treasury Department.

In discussing the proper method for the Field Offices to obtain replacements for worn tires on automobiles, Mr. Roland stated that under existing regulations, it would be satisfactory for the Special Agent in Charge to contact the appropriate local rationing board, exhibit the worn tire and obtain a certificate authorizing the purchase of a new tire. It will not be necessary for the old tire to be turned in to the rationing board inasmuch as the old tires are to be reported to the Procurement Division as surplus property in order that that Division might make appropriate disposition.

The substance of the information obtained from Mr. Roland has been included in the attached letter which it is recommended be sent to all Field Offices.

Respectfully,

C. O. H.

Clifton O. Halter

WRG:jh

April 23, 1942

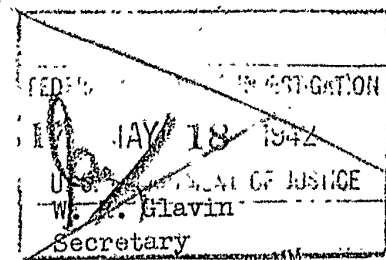
The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Hince, Clegg, Hendon, Carson, Rosen, Quinn Tamm, Tracy, Nichols, and Glavin approved the attached suggested form letter concerning automobile tires wherein the field is advised of the manner in which to secure tires from the rationing boards in their several divisions.

FOR DEFENSE



Respectfully,
FOR THE CONFERENCE

✓
Clyde Tolson
Chairman



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gahm _____
Miss Gandy _____

QT:mac

June 25, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, R. H. Laughlin, Hendon, Carson, Kramer, Hince, Tracy and Quinn Tamm being present, considered the general problem of fingerprint cards of Civilian Defense personnel which are being transmitted to the Identification Division from the various regional offices of the Office of Civilian Defense.

RECOMMENDATION

The Conference recommends unanimously that in the future fingerprint cards forwarded upon the request of the Office of Civilian Defense be the personal identification form and that the fingerprint cards transmitted to the Bureau not be searched but classified and filed when and if the work of the Identification Division permits.

If you approve, there is attached hereto a memorandum to the Crime Records Section and to the Identification Division instructing them that in the future requests for fingerprint cards from the Office of Civilian Defense shall be acknowledged and personal identification forms transmitted.

Respectfully,
For the Conference

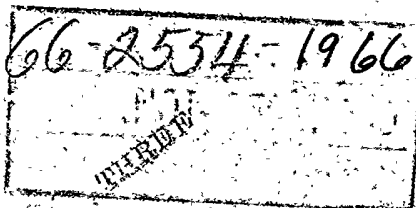
Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

50 JUL 23 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 5/9/95 BY SP5CJ/MS

32-16546-3168

ORIGINAL FILED

QT:mas

June 25, 1942

Sugg. To: 56-A, 56-B, 56-C,
56-D, 56-E, 56-F

Employee: John P. Beckwith

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Ladd, Clegg, Nichols,
R. H. Laughlin, Hendon, Carson, Kramer, Hince, Tracy and Quinn Tamm.

56-A Employee suggests: That a "breakup squad" be formed.

RECOMMENDATION: Conference wishes to advise that this so-called "breakup squad" is similar to the checking squad which operated in the Identification Division for years. The suggestion is worth-while and when personnel is available should be adopted. It is pointed out that the checking squad in the Identification Division was discontinued so that all available personnel could be placed on current work.

56-B Employee suggests: That both sides of the Card Index charge cards be printed, the purpose being to save paper.

RECOMMENDATION: Conference wishes to advise that this suggestion has previously been considered, approved and placed in effect in the Identification Division.

56-C Employee suggests: That a color code be used to denote the searchers in the Identification Division on the various shifts.

RECOMMENDATION: Conference feels that this is not practical, would serve no definite purpose and would necessitate additional equipment in the Identification Division.

56-D Employee suggests: Revisions in the present fingerprint cards to provide a space for the word "master" and also a space for the circle star on the card itself so that it would always be blocked in the identical space.

RECOMMENDATION: Conference does not feel that this is advisable. The card as used in the Identification Division was devised after long periods of research and adequately meets the requirements of the Division.

56-E Employee suggests: A change in the finished set-up of the fingerprint card so that the name on the card would be more plainly visible.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 AUG 3 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/9/90 BY SP5/CLM

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-1631-

June 25, 1942

RECOMMENDATION: This again contemplates a revision of the Bureau's fingerprint card and is not believed advisable. It is felt that the card as it is presently designed is perfectly satisfactory.

56-F Employee suggests: That the Card Index card be blocked out so that the typists would always place the fingerprint classifications in the same location on the index card.

RECOMMENDATION: Conference does not feel that this is advisable. It would materially retard the work of the typists in the Typing Section.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson, Chairman

Enclosure

W. E. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Coffey _____
Hendon _____
Kramer _____
McGuire _____
Quinn Tamm _____
Nease _____
Gandy _____

LEH:ASH

June 23, 1942

THE DIRECTOR

The Executive Conference considered the suggestion that photographs of newly appointed Special Agents which are used on their commission cards and for other purposes be taken by Mr. Rannaburger, in view of the fact that the Mechanical Section now has the equipment for taking such photographs quickly. Such action would also ensure the security of these photographs which is not assured when they are taken by commercial photographers.

The Conference unanimously approved this suggestion, those present being Mr. Tolson, Tracy, Laughlin, E. A. Tamm, Carson, Hendon, Clegg, Ladd, Kramer, Nichols, Quinn Tamm, and Hince.

Recommendation: It is recommended that the photographs of newly appointed Special Agents be taken in the Mechanical Section for use on commission cards and for file purposes. If approved, a memorandum for Mr. Clegg, Mr. Nichols, and Mr. Rannaburger has been prepared.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

E. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,613
DATE 8/8/90 BY SP5C110MS

cc: Mr. Glavin

52 AUG 11 1942

66-2554-1100
NOT RECORDED
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ORIGINAL FILED IN

RPK:TD
Sugg. No. 80
Employee: Agent L. K.
Cook - New Orleans

June 23, 1942

THE DIRECTOR

Members Present: Tolson, Tamm, C. Tamm, Tracy,
Laughlin, Carson, Nichols, Hendon, Clegg, Ladd, Hince and
Kramer.

Employee suggests: That procedure be adopted
whereby investigation of a preliminary nature could, in many
cases, be covered in a memorandum for the field office file
rather than by the preparation of an investigative report.
This suggestion was previously submitted by SAC Hood as Sug-
gestion #69-B and was considered by the Conference and a recom-
mendation made that the suggestion not be adopted.

RECOMMENDATION: Unfavorable.

Employee advised by letter.

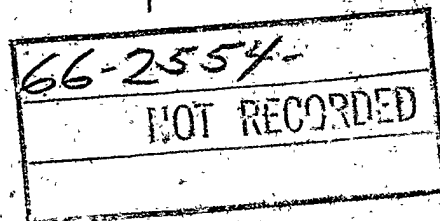
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____ cc-Mr. Glavin
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C110MS



ORIGINAL FILED

Q:mac

June 22, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Hince and Quinn Tamm being present, was advised by Mr. Quinn Tamm that numerous Field Divisions have written to the Recreation Association requesting that they be supplied with athletic equipment in order that they may have softball games, etc. among their employees in the Field. In some cases these requests have been rather outlandish in nature, that is, in the amount of money requested on expenditures necessary. In other cases they have been extremely small.

RECOMMENDATION: However, the Conference recommends that the Recreation Association allot to each Field Division twenty cents of each dollar paid in memberships by employees of the Field Divisions. In other words, if the Field Division has one hundred members it will be entitled to twenty dollars of Recreation Association funds in order to provide athletic equipment. The Association can afford to do this and if approved there is attached hereto on Recreation Association stationery a letter to the Field outlining the procedure.

Respectfully,
For the Conference

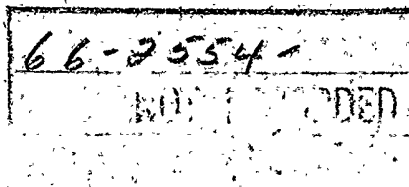
Clyde Tolson, Chairman

F. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 8/2/90 BY SP5C110m5

55 JUL 21 1942



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RPK:TD

June 22, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5C11DMS

The Executive Conference, consisting of Messrs. Tolson, Tamm, Ladd, Clegg, Glavin, Nichols, Quinn Tamm, Tracy, Carson, Hendon and Kramer met on June 20, 1942.

As you know, we have arrangements in effect in Miami whereby passengers arriving on the Pan American ships are interviewed for information which might be of value to the Bureau or of interest to other agencies connected with the war effort. These persons are also interviewed by representatives of other Government departments. A survey was made of the situation in the San Antonio district covering the ports of entry at Laredo and Brownsville, Texas, to determine whether some similar arrangements should be made to interview persons arriving at those ports. As a result of the survey it was found that both of these ports of entry are open 24 hours a day and that there is extensive traffic through them such that it would require the services of at least three Special Agents at each port (a total of six Agents) to properly cover such interviews.

SAC Acers pointed out that at both Laredo and Brownsville, Texas, Military Intelligence has officers assigned to interview persons coming from Mexico to the United States. There are two officers and four assistants assigned to each of these ports and all persons coming from Mexico are interviewed and the pertinent information is cleared through the Office of MID at Fort Sam Houston, Texas which, in turn, redistributes the information to the other interested agencies. As a result of these arrangements, the Bureau will eventually get information of interest to our work. Mr.

Mr. Tolson _____ Acers suggests that as an alternative to the assignment of Agents at these
Mr. E. A. Tamm _____ ports to conduct interviews an Agent be assigned at each port to act as a
Mr. Clegg _____ direct liaison between the Bureau and the MID personnel who are making the
Mr. Glavin _____ interviews. By this procedure the Bureau would be promptly advised of any
Mr. Ladd _____ pertinent information and would be in a position to take the necessary
Mr. Nichols _____ action immediately. In addition, the liaison agent could arrange to con-
Mr. Rosen _____ duct supplemental interviews in those instances where it appeared to be
Mr. Tracy _____ necessary. Mr. Acers stated he felt one experienced Agent at Laredo and
Mr. Carson _____ another at Brownsville could spend their full time in this work.

Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
The Executive Conference, after considering this problem, was of the opinion that since MID is presently conducting interviews and since the personnel of the Bureau could be employed to better advantage on other

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THOMAS

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ORIGINAL FILED IN

Memo. Director

- 2 -

6-22-42

work, it would be more practical to proceed along the lines suggested by Mr. Acers rather than to assign Agents at these ports of entry to actually conduct interviews. Accordingly, a letter of instruction is attached for your approval advising Mr. Acers to immediately arrange for the assignment of an experienced Agent at each of these ports of entry to act as a liaison with MID.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

hhe;hd

June 20, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg, recommended that Physical Training for New Agents at Quantico be conducted on the roof of the new annex to the Academy Building just as soon as the roof is serviceable for such purposes.

The authority has been obtained by SAC Hicks from the officials at Quantico for the use of the roof for Physical Training and the roof is flat and of a type which will permit its use for this purpose.

Since the roof is only two stories high, it was believed that the use of medicine balls and other equipment should be permitted on the roof. However, when any sort of medicine ball or other equipment, which is tossed or thrown, is made use of on the roof, it will be necessary for two of the students to be placed at strategic positions at the corners of the roof so that the use of this type of equipment will not be engaged in when there is some Marine or officer walking near enough to the building that he would be in the range of the ball if it fell off the roof. There is but little traffic anywhere in the vicinity of the space which would comprise the roof gym and the distance of only two floors will prevent accidents such as the dropping of a ball of any sort from being particularly serious. When weather conditions are unfavorable, the classes of course will be shifted to the Basement Gym at the Academy Building.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
CC., Mr. Glavin
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
NOT RECORDED

RECORDED ON ORIGINAL 3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/8/90 BY SP5EL/DMS

ORIGINAL FILED IN 66-12044-588

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JUL 3 1942

hho:hd

June 20, 1942

RECORDED BY MR. CLEGG: 71

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, C. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg recommended favorably the suggestion of Supervisor J. A. Robey of the Training Division that the letters sent to all Special Agents in Charge be numbered similar to the system now used in numbering Bureau Bulletins, which will allow officials at the Seat of Government and Special Agents in Charge to determine if they have received all such general letters to the Special Agents in Charge from the Bureau.

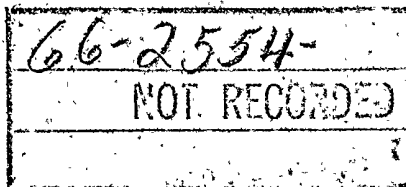
The Executive Conference approved similarly the suggestion that all the instructors of the Training Division receive copies of all letters addressed to all the Special Agents in Charge in order that they can be promptly and fully informed concerning Bureau instructions and policies, which is necessary in connection with their work as instructors.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
CC. Mr. Glavin
Mr. Nichols _____
Rosen _____
Tracy _____
Carson _____
Coffey _____
Hendon _____
Kramer _____
McGuire _____
Quinn Tamm _____
Nease _____
Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 353,013
DATE 8/9/90 BY SP5C/LPM/S

RECORDED COPY FILED IN
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hhc:hd

June 20, 1942

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg, considered the suggestion of SAC Untreiner that additional time be allocated to the subject of Communism by Mr. K. R. McIntire before the In-Service School. Prior to the receipt of Mr. Untreiner's suggestion, the amount of time allocated for Mr. McIntire's lecture had been authorized for an increase from two to three hours which should meet the suggestion of the Agent in Charge.

With reference to the fact that the Classroom #1 in the Department of Justice is occupied constantly from 9:00 A. M. to 9:00 P. M., as even during the luncheon hours there are In-Service Clerical Schools, the Executive Conference recommended that upon completion of the present In-Service Schools for Clerks, within approximately 10 days' time, that this series of schools be discontinued. Mr. Nichols has reported that valuable results have been noted in the Reading Room from the training which has been given and a canvass of the Executive Conference disclosed that all of those who could be expected to benefit from this course of training had completed the course. Therefore, it was felt that the courses might now be discontinued with the possibility of new short courses being organized within three to six months if necessity demanded. This will permit the classroom to air out during the luncheon and dinner periods and will correct the condition complained of by Mr. Untreiner.

Mr. Untreiner is being advised accordingly, if approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C10MS

ORIGINAL FILED IN 1-19-750

hhe;hd

June 20, 1942

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg, considered the suggestions of SAC W. H. Espey in charge of Firearms Training at Quantico, as follows:

1. It was recommended that on occasions when SAC Espey believes it advisable, the Provost Marshal's Office at Quantico, which is a part of the Marine Corps and not the Army, be loaned handcuffs and other restraining devices since the Provost Marshal's Office does not have such equipment and they are called upon on rare occasions to transport prisoners from one marine base to another.

The Executive Conference approved this procedure with the provision that charge-out slips be obtained and the matter closely followed by Mr. Espey in order to see that the equipment is returned in good condition.

2. Since the Marine Corps does not have Thompson Sub Machine Guns available for their own use, and since Major Van Orden, in charge of the Rifle Range Detachment, who cooperates very closely with the Bureau, desires to borrow the Thompson Sub Machine Gun to patrol the Marine magazine dumps and the Bureau range at night, the Executive Conference approved that authority be granted SAC Espey to loan a machine gun when circumstances demand and with the understanding that the usual receipts are maintained and the equipment is returned in good condition to the Bureau.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

59 JUL 19 22 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/96 BY SP5C/10ms

66-3760-50-671

HHC:HD

June 20, 1942

THE DIRECTOR:

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg, considered the recommendation of Mr. R. H. Hicks that a built-in refrigerator, costing \$2,425.00, be installed in one of the storage rooms in the basement of the new addition to the FBI Academy Building at Quantico. This new refrigerator, costing this amount, will be built in as a permanent fixture; will be large enough in size to store larger quantities of meats and vegetables than is now possible and will permit the obtaining of an increased variety of foods during meals at Quantico.

The Department has ruled that the dining room and the kitchen can neither be increased in size and that a storage room can not be built separately and near the present kitchen. The building of this refrigerator would appear to be urgently necessary to take care of the increased number of meals which will be served at Quantico. The Executive Conference recommended favorably, unanimously.

Since the Bureau is unable to increase the size of the dining room, and since the added sleeping quarters in the new addition to the Academy Building will increase the number of students taking meals at Quantico, and since even now it is necessary that some of the classes commuting to Quantico take their meals at the Hostess House because of a shortage of space in the dining room, the Executive Conference recommended favorably on the recommendation of SAC Hicks that the present classroom in the Academy Building be used as an over-flow dining room whenever necessary and desirable. The Bureau already has adequate dining room chairs and this added space for dining will be of great convenience and benefit. There will be four other classrooms in the building.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C.1005

66-2554-
NOT RECORDED

ORIGINAL FILED IN

hmc;hd

June 20, 1942

THE DIRECTOR:

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The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Tracy, Carson, Hendon, Hince, Kramer and Clegg, considered the suggestion of Supervisor F. T. McIntyre of the Training Division with reference to the retention and maintenance of signed statements.

The Manual at present states that the signed confession of a defendant should be retained in the file of the Field Office or the United States Attorney. Mr. McIntyre believed that the rule should be more specific and not so much in the alternative. The Executive Conference felt that the present rule exists because of the desire of some few U. S. Attorneys to have these original confessions in their possession and in order to meet the objections of Mr. McIntyre, it was recommended that the phraseology be changed to read as follows: "The original signed confession of a defendant should not be forwarded to the Bureau but should be retained in the file of the Field Office unless the United States Attorney having jurisdiction has requested that such statement be sent to him."

If this is approved, there is attached hereto a letter to Mr. McIntyre.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson CC. Mr. Glavin
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/3/90 BY SP5/clm/s

ORIGINAL FILED IN 66-4809-3-14

June 20, 1942

DML:WGR

Sugg. No. 82

Employee: Patrick A. Munley,
Special Agent, Grand Rapids Office.

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Clegg, Glavin,
Nichols, Tracy, Hendon, Carson, Kramer, Q. Tamm and Ladd.

Employee Suggests: That the local police be requested to ascertain whether a person taken into custody not only has in his possession a registration certificate, but that he should be interviewed relative to his classification, and in the event he can not give any logical explanation concerning his classification the field offices should be notified.

Action Taken: The Executive Conference on June 20, 1942 considered the suggestion of Special Agent Patrick A. Munley. The conference felt that it was not the duty of the FBI to look into the classification given various registrants by the Selective Service Boards; further, that any request made of the police to handle the Selective Service cases in this manner would result in a tremendous number of cases being reported to the FBI which should not properly receive investigative attention. The conference was, therefore, unanimously opposed to the suggestion of Agent Munley; and an appropriate letter is attached hereto addressed to this Agent.

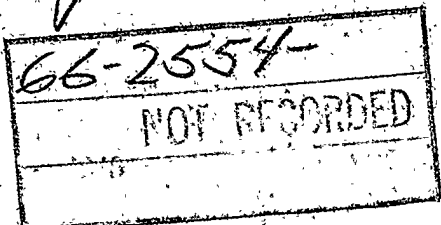
Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/LMS

Clyde Tolson
Chairman

W. R. Glavin
Secretary



ORIGINAL FILED IN 66-6200-25-313

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Handwritten signature

June 19, 1942

THE DIRECTOR

Re: Censorship Liaison School

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,603
DATE 8/3/90 BY SP5C11bms

The Executive Conference considered the school for Censorship Liaison Agents which had previously been approved by the Conference for the purpose of training those Agents of the FBI who are assigned to the principal censorship stations.

The Conference again approved the attendance of Agents from New York, Los Angeles, Miami, San Antonio, and San Francisco.

In view of the fact that the Censorship has now opened a large prisoners of war and internee censorship station at Chicago, it was recommended that a representative from the Chicago Office also attend the school. The Conference also recommended that alternates attend from each office so that there will be two men from each office in attendance.

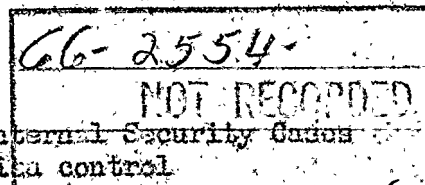
The Conference considered and approved the following curriculum which will require eleven days of training. Classes would be held during the same hours as In-Service classes. The curriculum follows:

1. Laboratory Work.

- | | | |
|----|---|---------|
| a. | Radio intercepts, ciphers and codes (reviewing spy correspondence and methods of detection) | 1 day |
| b. | Observation of examination of letters and review of methods | 3 hours |
| c. | Invisible ink—with special reference to detecting their presence | 3 hours |
| d. | Photographic means of hiding writings | 3 hours |
| e. | Document examination, espionage file, double meanings, Dot messages, other secret communication methods | 3 days |

2. Investigative Aspects of Liaison Officers' Duties.

- | | | | |
|----------------|----|--|---------|
| Mr. Tolson | a. | Communications and espionage cases. | 3 hours |
| Mr. E. A. Tamm | b. | Needs of SIS Division | 2 hours |
| Mr. Clegg | c. | Communication aspects of sabotage | 1 hour |
| Mr. Glavin | d. | Uses of censored communications in Internal Security Cases | 1 hour |
| Mr. Ladd | e. | Censorship uses in connection with visa control | 1 hour |
| Mr. Nichols | | | |
| Mr. Rosen | | | |
| Mr. Tracy | | | |
| Mr. Carson | | | |
| Mr. Coffey | | | |
| Mr. Hendon | | | |
| Mr. Holloman | | | |
| Mr. McGuire | | | |
| Mr. Quinn Tamm | | | |
| Mr. Nease | | | |
| Mr. Gandy | | | |



2746-2

1-2746-2

RECEIVED IN

Memorandum for the Director

3. Censorship Practices, Operations, and Objectives

a. Censorship methods and objectives	3 hours
b. Organization of the American Censorship	1 hour
c. Censorship legislation and regulations	2 hours
d. Bureau policies regarding censorship matters	1 hour
e. Operation of Postal Censorship	2 hours
f. Tour of Postal Censorship Headquarters	2 hours
g. Operation of Cable Censorship	1 hour
h. Operation of the Radio-Telephone Division of Cable Censorship	1 hour
i. Tour of Cable Censorship Headquarters	1 half day
j. Tour of Division of Reports of Censorship at Washington	1 half day
k. Watch lists	1 1/2 hour
l. Interpreting cable messages, cable censorship symbols and interpreting postal censorship symbols	1 hour
m. Duties of the liaison officer	1 hour
n. Practical work in the review of cable submissions	1 day
o. Practical work in the review of postal submissions	2 days
p. Censorship activities of other government agencies; Customs Bureau, Federal Communications Commission, Technical Committee on Periodicals, Board of Economic Warfare, Immigration and Naturalization Bureau, Prisoners of War Censorship, Red Cross	3 hours
q. Interrelation of American and British Censorship	1 hour

Recommendations: The Conference recommended that this school be held for a period of eleven days, beginning on July 6, 1942. If approved, instructions will be issued to the six officers involved by teletype.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

Those present:

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc: Mr. Glavin

Those present: Messrs. Tolson, E. A. Tamm, Glavin, Clegg, Ladd, Kramer, Quinn Tamm, Tracy, Hendon and Hince.

SJ7:alp

June 17, 1942

THE DIRECTOR

RE: WAR BOND SAVINGS PLAN

The Executive Conference was advised by Mr. Tracy of the desire of the Department that an opportunity be afforded all new employees entering on duty to subscribe to the voluntary War Bond Savings Plan.

RECOMMENDATION:

The Executive Conference unanimously agreed that new employees should be contacted the day they report for duty and if you approve, arrangements will be made for the Chief Clerk's Office to give to each new employee the literature and authorization card for the necessary payroll deduction.

There were in attendance at the Conference Messrs. Tolson, E. A. Tamm, Ladd, Glavin, Nichols, Hendon, Clegg, Hince, Kramer, Carson, Quinn Tamm and Tracy.

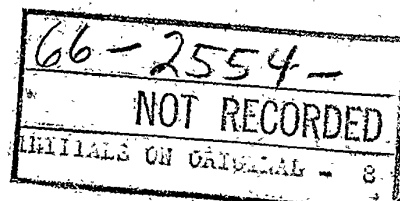
Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/3/90 BY SP5C1/DM5



June 17, 1944

~~SECRET~~

MEMORANDUM FOR THE DIRECTOR

RE: SUBVERSIVE AND
SABOTAGE ACTIVITIES

The conference was advised of the following suggestions by Mr. Coffey with reference to the training of Agents in subversive activities, sabotage activities and demolition work. The necessary instructions have been received by Messrs. Coffey, Baughman, Parsons, supervisor Traynor and others at the [confidential training school in Canada.]

1. Mr. Coffey suggested a short, concise lecture of two or three hours for all new Special Agents and all Agents attending In-Service Training School. This lecture to be given from the standpoint of acquainting Agents, as intelligence Agents, as to how subversive agents are trained and how they operate; the lecture to be informative only and the source not to be directly attributed to the [British-Canadian School.]

RECOMMENDATION:

The Conference unanimously agreed that a two-hour lecture should be given in all new Agents' Training Schools. Mr. Clegg advised the Conference that the necessary two hours could be arranged in the schedule. With reference to the In-Service Training School, the Conference unanimously recommended that the lecture be combined as part of the present Laboratory lectures in view of the fact to do otherwise would lengthen the In-Service Training School, making it impossible for the Agents to depart on the early evening trains the closing day of the school.

2. Mr. Coffey suggested that if the Bureau desires, all Agents could be given some basic training in aggressive sabotage and subversive activities, pointing out that such training could be given within a period of one week; that the lecture could include both class and field work. the field work to be given at Quantico.

RECOMMENDATION:

The conference, with the exception of Mr. Tracy, was unanimously opposed to the suggestion. Mr. Tracy is of the opinion that such knowledge is valuable and should be known to all Agents engaged in National Defense or intelligence work.

3. Mr. Coffey further suggested that basic training in aggressive sabotage and subversive activities could be given all SIS men and if approved, he recommended a ten-day training course for the

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Classified by SP5C10MS
Declassify on: OADR 333,013

NOT RECORDED

~~SECRET~~

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

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ORIGINAL FILED IN 62-9800-

Memo the Director

-2-
~~SECRET~~

reason that they will be operating at distant points and would not be close enough to the Bureau to secure additional advice or help.

RECOMMENDATION: The Conference, with the exception of Mr. Tracy, was opposed to giving this basic training to SIS men. Mr. Tracy feels that such training would be invaluable to an SIS Agent, that even though he never had an occasion to use such knowledge, he would at least know how foreign agents are trained, how they operate, and what to expect. Mr. Tracy pointed out that the territory covered by the SIS men is also covered by agents of other governments and that these agents are apparently all trained in the various subversive activities including radio.

There were in attendance at the Conference, Messrs. Tolson, E.A. Tamm, Ladd, Glavin, Nichols, Hendon, Clegg, Hince, Kramer, Carson, Quinn Tamm and Tracy.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W.R. Glavin, Secretary

~~SECRET~~

WRG:jh

June 16, 1942

Suggestion #79

J. M. McGrath, Special Agent
Providence Office

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Clegg, Hince, Tracy, Nichols, Hendon, and Glavin, considered the suggestion submitted by Special Agent J. M. McGrath that the Chief Clerk in each field division be authorized to make purchases of war savings bonds and stamps for personnel of each field division with a view to encouraging and facilitating as great a sale of these securities as possible.

The Conference wishes to point out to the Director that under the present Departmental policy, deductions will be made from the salary checks of the Bureau employees, beginning with the salary payment for the last half of July, these deductions being made up to 10% of the salary check. It is not felt that further steps concerning sale of war savings bonds and stamps should be promulgated at this time.

Should the Director approve the Conference recommendation, there is attached hereto a communication to Agent McGrath concerning his suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

204 10 JUL 1 1942

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NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/2/90 BY SP5CJL/MS

ORIGINAL FILED IN 66-141185-

June 16, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen and Hince, considered the recommendation of Special Agent Daniel Fred Garde that Special Agents in in-service school be authorized to change their clothes at Quantico, thus eliminating the necessity of their travelling to and from Quantico in their range clothing.

The Executive Conference recommended that whenever the Special Agents went to Quantico on Bureau buses and were delivered to the door of the building at Quantico and to the door of the Department of Justice in Washington from the bus they should not be required to take their regular clothing with them since the amount of space which would be required in the bus is not available.

It was felt, however, that those who use railroad trains should be required to proceed to Quantico in their regular civilian attire and also should return from Quantico in their civilian attire in order to avoid appearing on the trains and at the station in their khaki-colored clothing, supplemented at times by civilian coats.

If this is approved, there are attached hereto a letter to Special Agent Garde and a memorandum to Mr. Clegg accordingly.

Respectfully,
For the Conference

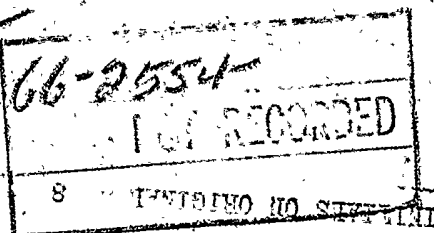
Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

Enclosures



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,873
DATE 8/8/90 BY SP5C/LON/S

ORIGINAL FILED IN 66-2554-100

WRG:jh

June 16, 1942

Suggestion #
 Lettie Dilkey-Chief Clerk
 Houston Office

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Clegg, Hince, Tracy, Nichols, Hendon, and Glavin, considered the suggestion made by Miss Lettie Dilkey, Chief Clerk of the Houston Office, that when an employee of one field office is transferred to another field office, the office of assignment advise the office to which the employee is transferred the exact amount of sick and annual leave accumulated as of the first of the month in which the employee is transferred. She suggested that the letter could be sent to the Bureau with a copy to the field office to which the employee was transferred and the records compared at that time, and any discrepancies would be noted then and corrections made which would eliminate many errors on the leave record submitted in January of each year.

The Conference was advised that this procedure was followed up until about two years ago, at which time it was discontinued in view of the fact that in practically every case where such information was furnished to the Bureau, the leave was incorrect and materially increased work rather than decreased it.

For the Director's further information, under our present policy, all leave records in the Field are brought into agreement with the Seat of Government leave records at the end of each calendar year. It is felt that this procedure should be continued.

There is attached hereto a letter to Miss Dilkey concerning her suggestion.

Respectfully,
 FOR THE CONFERENCE

Clyde Tolson
 Chairman

W. R. Glavin
 Secretary

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED 323,013
 DATE 8/9/90 BY SP5C10MS

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Egan _____
- Mr. Gaffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Attachment

66-2534

NOT RECORDED

HHC:JEW

June 16, 1942

THE DIRECTOR

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The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen and Hince, considered the recommendation of Special Agent Robert Thomas Flynn that since the entire time of the in-service school was spent in instructional work there should be an hour each day during the in-service school set aside for Agents to review their notes and study various statutes. He thought this would give the Agents a better understanding of the statutes and the instructions.

The Executive Conference unanimously recommended unfavorably since it was felt that after the classes were over the Agent could study his notes and he should certainly study the statutes before proceeding to class.

If this is approved, Agent Flynn is being advised accordingly.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ **Enclosure**
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____ **cc - Mr. Glavin**
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

5 JUL 7 1942
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/96 BY SP5/ems

ORIGINAL FILED IN 1-7-42

WRG:jh

June 16, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Clegg, Hince, Tracy, Nichols, Hendon, and Glavin, considered Departmental Circular No. 323, revised, Supplement No. 2, circulated by the United States Civil Service Commission, under date of June 9, 1942, to the effect that under War Service Regulations promulgated pursuant to Executive Order No. 9063 of February 16, 1942, and Executive Order No. 9367 of February 20, 1942, the regulation be amended as follows:

"Every person to whom an offer of appointment is made shall be advised at that time by the appointing officer that if his services are found satisfactory he will be expected to serve a minimum period of six months, and that any resignation during such period will be accepted with prejudice unless in the judgment of the appointing officer the reasons for the resignation warrant acceptance of the resignation without prejudice."

The Conference feels this proviso should be contained in all of our appointment letters which will go out in the future.

Should the Director approve, the appropriate change will be made in the letters prepared by the Chief Clerk's Office.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INITIALS ON

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NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5C110MS

WRG:jh

June 16, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Kramer, Carson, Clegg, Hince, Tracy, Nichols, Hendon, and Glavin considered a suggestion submitted by SAC Untreiner of the Huntington Office that detailed information be furnished by every field office to applicants when arrangements are made for applicants to call at the field office for interview and examination in connection with their application.

Mr. Untreiner pointed out in his communication that individuals not basically qualified for appointment to positions in our service had traveled great distances for interview and examination and he felt that had they been advised previously of our qualifications they would not have made the journey to the office. In the two cases cited by Mr. Untreiner, the information contained on the application blanks was such that the Bureau had no knowledge that the applicants were not qualified.

The Conference feels, however, that the suggestion submitted by SAC Untreiner is an excellent one and that this practice should be adopted in all field divisions after certain necessary minor changes have been made. The suggested forms are attached hereto.

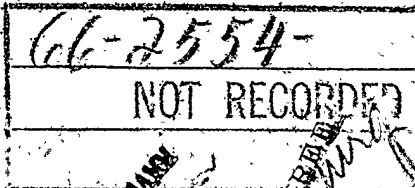
Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/9/90 BY SP5CJ/oms





AR:AI

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 16, 1942

Sugg. No. 69-b
Employee: SAC R.B. Hood
Los Angeles

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

Members Present: E. A. Tamm, Glavin, Ladd,
Rosen, Tracy, Carson, Hince and Kramer.

1. The suggestion is that a brief memorandum be prepared both in general investigative cases and national defense cases where investigation shows that there is no case and that the case would have been closed with the submission of one investigative report, this practice to be followed instead of preparing an investigative report.

2. That no investigative report be submitted where the United States Attorney is quoted as having rendered an opinion declining prosecution, but that instead the statement of the United States Attorney would be maintained in the file of the field office and notes will be available in the investigative file. Hood recognizes that the United States Attorney will not have an opportunity to review his opinion, but he says that in several years the United States Attorney has not raised any question about his being quoted as giving an opinion with reference to a case. If the above practice is recommended, the Bureau will be furnished with a memorandum concerning the case rather than an investigative report.

DEFERRED RECORD
RECOMMENDATION - Unfavorable - The general objection to the entire suggestion contained herein is that no work is saved by an adoption of this procedure. It is just as easy to prepare an investigative report in an accepted form as it is to prepare a memorandum. The suggestion does not take into consideration the fact that the memorandum would have to be prepared reflecting the result of the activity of the Agent with reference to each case. It in substance suggests that instead of the Bureau being furnished with a report that a memorandum be prepared containing the information which the Bureau may desire. In many cases it will be necessary for the Bureau to request the action which was taken in a particular field office, and the failure to have available in the Bureau certain information with reference to cases which are closed may result in the Bureau's inability to answer intelligently and correctly inquiries which are made concerning cases handled in the field. It is therefore recommended that the attached letter be sent to Hood

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

No change in manual required

- 2 -

pointing out that the suggestion that he makes has been considered and that it is not believed desirable to adopt any change in policy at this time.

Respectfully,
For the Conference

✓

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
H

cc Mr. Glavin

LD: 77

June 13, 1942

THE DIRECTOR

The Executive Conference considered the suggestion in the handling of form letters, and Messrs. E. A. Tamm, Kramer, Tracy, Hince, Carson, and Nichols unanimously recommended the following procedure be adopted:

1. Heretofore when duplicate fingerprint cards are received in the Identification Division, it has been the practice to return the duplicate print to the contributor. The Conference recommends that hereafter the duplicate be returned by form letter; that a yellow not be prepared for filing purposes, but that a notation merely be noted on one of the fingerprint cards that the duplicate was returned.

2. The Conference recommended that abstract slips not be prepared and that yellows not be placed on record merely advising the field that the names of certain individuals have been furnished the American Censorship authorities.

3. The Conference recommended that form letters addressed to the various Field Divisions in connection with the investigation of Hatch Act cases referring to certain individuals and ordering investigations thereof not be recorded and that abstract slips not be prepared. Inasmuch as these letters are the first serial in the file it is felt that this would account for considerable saving.

If approved, appropriate instructions will be issued.

Respectfully,
For the Conference

Clyde Tolson, Chairman
T. E. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 8/8/90 BY SP5/LLM/S

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
RECORDED

cc - Mr. Glavin

AR:AI

June 15, 1942

THE DIRECTOR

9
Expc
The Conference considered the suggestion that it not be necessary to comply with Section 42 of the Manual of Rules and Regulations which requires a check of the court docket to verify convictions and sentences reported in our cases; that the docket check be eliminated for the following reason: On the NMVTA desk numerous letters have been written to field offices requesting that they make a check of the court docket to verify convictions and sentences reported in our cases. In no case for the past year has the recorded statistic been altered following a check of the docket.

The Conference was of the unanimous opinion that a large amount of needless correspondence results from this practice as well as needless docket checks, and that the present practice should be altered to eliminate the check of the court docket.

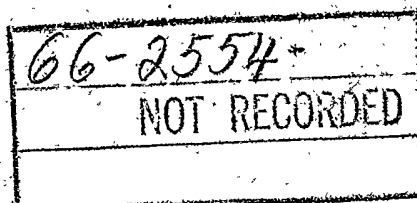
Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5clj/mjs



52, 172
17 1942

AR:JF

June 13, 1942

Sugg. No's. 47d

and 47e

Employee; Agent

J. R. Green

Chicago

THE DIRECTOR

Members Present: E. A. Tamm, Glavin, Ladd, Rosen, Tracy
Carson, Hince and Kramer.

1. Employee suggests: That more time should be given on expedite reports except in extreme instances; that five days' time after receipt of a request in a large office, particularly when Saturday and Sunday comes within the period, is insufficient. He further stated that ordinarily it takes a day or more for the assigning and routing of the request to reach the agent in order to conduct the investigation.

RECOMMENDATION: Unfavorable - The limitations placed upon the Bureau's requests are based upon the limitations placed by the requesting agencies. Where five days are allotted for the completion of an inquiry, this limitation is determined after the receipt of a request from the agency desiring the information, and in most cases the Department has set a deadline which must be met.

2. Employee suggests: In the event a Field Office submits a teletype request for a lead which had originally been submitted to their office and when requesting an investigation by another office not familiar with the investigation, that sufficient information be set out in this teletype request which may be received by the particular office which is to conduct the investigation.

RECOMMENDATION: The Bureau has, on numerous occasions, suggested that the requesting office furnish sufficient information to enable the completion of the request expeditiously and intelligently.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Kramer _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/10MS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

cc - Mr. Glavin

ORIGINAL FILED IN 66-2435-1447

June 13, 1942

AR/bw
Sugg. No. 52
Employee: Agent
Linscott Tyler,
Los Angeles

THE DIRECTOR

Members Present: E. A. Tamm, Glavin, Ladd,
Rosen, Tracy, Carson, Hince and Kramer.

Employee suggests: That it would be of
value to have some knowledge of the use and control
of narcotics which are widely used by pimps and prosti-
tutes and that a few hours' instruction in training
and retraining classes be included in the curricula
on this subject.

RECOMMENDATION: Unfavorable - Some years ago information
concerning this subject matter was furnished the Agents
in memoranda. However, it is not believed desirable
to institute an instruction period covering this subject.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

0 Copies Conf
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ cc - Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/8/90 BY SP5C110m5

66-2554-
NOT RECORDED
TAMM

2
LAH:JEW

June 12, 1942

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tamm, Tracy, Rosen, Kramer, Ladd, Carson, Glavin and Hince, approved the recommendation of Mr. Hince that a one-hour discussion of Censorship be placed on the in-service course of instruction.

At the present time, this subject is combined with a discussion of Quarterly Police Conferences, and it was felt that one hour could be very profitably spent in acquainting the in-service Agents with the investigative uses which may be made of censorship information.

RECOMMENDATION: That one hour on Censorship be placed on the in-service school curriculum.

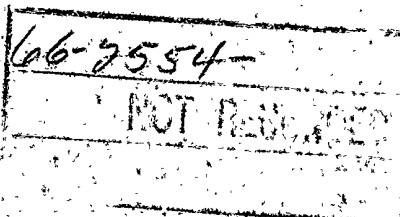
Respectfully,
For the Conference

Clyde Tolson,
Chairman

H. H. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ cc - Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2-4-42



[Signature]

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C110MS

June 12, 1942

OTF:jm
Sugg. No. 50
Employee: Agent F. E.
Wright, Philadelphia

THE DIRECTOR

1. Employee suggests: That each field office be provided with a suitable frame which will carry interchangeable letters and figures which can be readily utilized by an agent so that a photograph taken in the field office would reflect the field office file number, the date, or other identifying name or number as may be desired.

The Conference was advised that a few years ago each field office was supplied with a numbering device which numbering device carries a place for the date and the name of the office as well as the number to be placed on the photograph and it was felt that this adequately meets the needs of any particular office.

OTF:jm
RECOMMENDATION: The Conference was unanimously against the adoption of the suggestion by Agent Wright for the above reason.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/8/96 BY SP5C/110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin *Mr. Glavin* _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

107
4 JUN 30 1942
204

66-2554-
NOT RECORDED
THREE

ORIGINAL FILED IN

66-4926-40

Ek
Suggestion No. 75
J. D. Sullivan
Special Agent

June 12, 1942

THE DIRECTOR

The ⁰Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Kramer, Rosen, Tracy, Carson, and Glavin, considered the suggestion submitted by Special Agent J. D. Sullivan that the Bureau consider the purchase of at least one station wagon type automobile for each Bureau office. This Agent points out that such a machine could be utilized in numerous ways, such as moving Agents, firearms equipment, etc.

The Conference points out that it is not possible under present automobile rationing plans to secure this type of automobile and for that reason favorable consideration cannot be given to this suggestion at this time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CJ/DMS

5 JUN 29 1942

244

66-2554-
NOT RECORDED

INITIALS ON ORIGINAL = S
H. R.

ORIGINAL FILED IN 66-1460-7-562

2
LHM:JBW
Sub. 74b

June 12, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tracy, Kramer, Ladd, Rosen, Carson, Glavin and Hince, considered the suggestion of Special Agent Sam Hardy that Bureau Agents would find in their in-service school notebooks valuable material for lectures in connection with Quarterly Police Conferences.

The Conference felt that this information was obvious and that it was already sufficiently clear to the field.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

3 JUN 27 1942
204

W R

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 8/8/90 BY SP5C110MS

INITIALS ON ORIGINAL

ORIGINAL FILED IN 1-19-728

2

WEG:MTS

June 12, 1942

Suggestion No. 74A
Special Agent Samuel W. Hardy
St. Paul Division

THE DIRECTOR

Members Present: Messrs. E. A. Tamm, Ladd, Kramer,
Rosen, Tracy, Carson, and Glavin.

Special Agent Hardy suggests that the Bureau establish an FBI Reserve. Mr. Hardy points out that if and when it becomes necessary to lay off a certain number of Agents, instead of separating them from the service entirely the newer Special Agents in the service be put on an FBI Reserve list without pay, but with the understanding that as vacancies occur in the service from deaths, retirements, separations and other causes, these vacancies will be filled from the men on the FBI Reserve list, in the order of their seniority.

The Conference points out that it does not feel that such a reserve list need be prepared, that if at any time it is necessary to reduce the force those Agents least qualified of course would undoubtedly be dropped and if at a later date we had the opportunity of again increasing the force, we would of course first give consideration to qualified personnel who had been dropped from our active rolls due to lack of funds without the necessity of a reserve list being maintained.

Subject to the Director's approval, there is attached hereto a communication to Mr. Hardy concerning this matter.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5C/LAM/3

66-2554

204
JUN 23 1942

W/C
W

AR/bw

June 12, 1942

Sugg. No. 49

Employee: Agent George

J. Starr, New York

THE DIRECTOR

Members Present: E. A. Tamm, Glavin, Ladd, Rosen, Tracy, Carson, Hince and Kramer.

Employee suggests: That the Bureau issue instructions directing Agents to submit under certain circumstances descriptions of persons whom they interview.

RECOMMENDATION: Favorable - The conference recommended that this be given consideration where it can be anticipated with some reasonableness that the individual interviewed would at some later date become a subject. A complete interview would in most instances include such distinctive emblems as may be noted during the course of the interview.

It is recommended that this be given consideration in training schools and that in view of the fact that the suggestion was submitted by a former Special Agent no further action be taken.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

JUL 5 1942

204

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/10ms

NOT RECORDED

65-2554

R

65-2554-547

ORIGINAL FILED IN

RPK:TD
Sugg. No. 70
Employee: Agent A. S.
Gordon, Omaha

June 11, 1942

THE DIRECTOR

Employee suggests: That arrangements be made by the field offices to maintain "close, continuous and cordial contact" with public utilities in cities in the field office district so that these utilities might be contacted for information pertaining to neighborhood investigations.

RECOMMENDATION: This suggestion is believed to require no affirmative action since it is already the Bureau's policy that such cordial contacts with public utilities be developed and, as a matter of fact, the Bureau's field offices are already utilizing these utility contacts in connection with neighborhood investigations. Such a technique is obviously an elementary investigative procedure and it is not believed necessary that any additional instructions be issued to the field.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

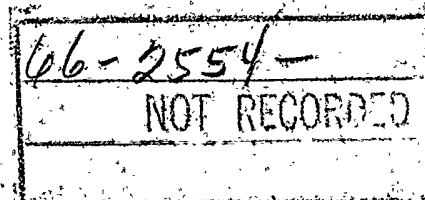
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Conference Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____ cc-Mr. Glavin
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CJL/DMS



ORIGINAL FILED IN 66-25542 Sub 3-168

REF:TD

June 10, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Tracy, Nichols, Carson, Hince and Kramer, considered the following suggestions submitted by Special Agent C. J. Stuart:

- (1) That the Bureau give consideration to authorizing conferences between individual Special Agents assigned to adjoining field divisions who are working on the same investigation. He refers specifically to the investigation of the German-American Bund and the possibility that Agents in adjoining territories might profitably confer on this case.

RECOMMENDATION: No action is necessary as it was the opinion of the Conference that such conferences could and should be arranged by the Special Agents in charge in those instances where it was felt desirable and that no authorization from the Bureau was necessary.

- (2) That small cards be prepared for placement near the time clocks in all industrial plants, calling attention to the fact that employees should report information within the investigative jurisdiction of the Bureau to the field office or a Resident Agent, giving the names, addresses and telephone numbers.

RECOMMENDATION: Unfavorable. The Conference was of the opinion that sufficient publicity has been afforded the Bureau's interest in national defense matters so that employees who would report information are sufficiently advised as to the proper place to report it. It was also felt that the use of such cards might cause difficulty with labor unions, et cetera, and that the difficulties attendant to such a plan outweighed the possible benefits from it.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The employee has been advised by letter of the reaction to his suggestions.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

H. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/8/90 BY SP5C110MS

66-2554-
NOT RECORDED
JUN 11 1942
FBI - TAMM

ORIGINAL FILED IN 66-2554-1777

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

June 9, 1942

RHL:FG

MEMORANDUM FOR MR. GLAVIN

Mr. Norman Kitz, employee in the Identification Division, has requested that the Bureau furnish him with a letter indicating that he is an employee of the FBI and that he uses his car to travel to and from work. He lives in Maryland, a distance of nine miles from the office, and states that he brings other employees to work with him.

The purpose of this letter is for presentation to the tire rationing board at Hyattsville, Maryland. He has been advised by the rationing board that such a letter is necessary and he informs me that it is imperative that he obtain two new tires if he is to continue to drive his car to work.

The above information is furnished to you for consideration by the executive conference since it is felt that there will be other similar requests.

Respectfully,

S/R. H. L.

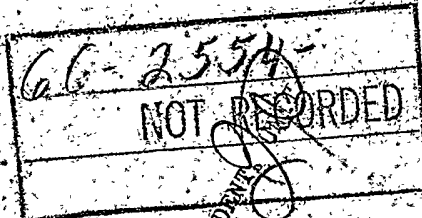
R. H. Laughlin

The executive conference, consisting of Messrs. E. A. Tamm, Ladd, Kramer, Cosen, Tracy, Carson, and Glavin, considered the above request and feels that the Bureau cannot furnish any communication to employees for delivery to their rationing boards for the purpose of securing additional automobile tires for their personal use.

ADDENDUM 6-13-42 (lcb): Norman Kitz was advised that the Bureau had considered his request and decided that it cannot furnish any communication to an employee for delivery to his rationing board for the purpose of securing additional automobile tires. He said the rationing board told him that all he needed to present was a letter from his employer verifying the fact that he is an employee of the Bureau. He said it is his understanding that other government departments have been doing this for their employees. I repeated to him the decision of the Bureau. He indicated that he will try to convince the rationing board, on his own initiative, that he is an employee of the Bureau in order that he may obtain recapped tires.

S/A. K. Bowles

A. K. Bowles



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 522613
DATE 8/21/90 BY SP5611/DMS

ORIGINAL FILED IN 152-11

June 8, 1942

JT:LT

Sugg. No. 48

SA E. L. Gottschall,
Boston

THE DIRECTOR

Members Present: E. A. Tamm, Glavin, Nichols, Ladd, E. Tamm, Carson, Rosen, Hendon, Hince, Clegg and Kramer and Tracy.

Employee suggests: That the Bureau prepare a photographic exposure table on stickers suitable for mounting on the flap covering the ground glass on the back of the speed graphic camera and on the back of the film pack holder of the Reconar camera, also that lamp distances and size of bulbs be placed on stickers to be attached to the back of the reflector for the flash bulb on the speed graphic camera, these stickers to be coated with a quick-drying coat of transparent varnish. He further suggested that the same sticker be used in connection with the photorecord and the fingerprint camera.

RECOMMENDATION: Unfavorable - The photographic section of the laboratory considered the suggestions fully and recommends strongly against the adoption of the suggestions for the reason that exposures change from time to time due to differences in flash bulbs and film purchased, and that if such directions were placed on the equipment it would be very difficult to change them.

The camera training form sent to the field contains all the latest exposure information, and a sufficient quantity is sent so that each agent may have readily available full instructions at all times. Messrs. E. A. Tamm, Glavin, Nichols, Ladd, E. Tamm, Carson, Rosen, Hendon, Hince, Clegg and Tracy were opposed to the adoption of the Agent's suggestion. Mr. Kramer voted in favor of the suggestion.

Employee advised by letter.

Respectfully,
FOR THE CHIEF OF POLICE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 8/8/90 BY SP5CJL/MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

ORIGINAL FILE

HMC:BG

June 8, 1942

THE DIRECTORALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 9/8/90 BY SP5C110MS

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Kramer and Clegg, considered the suggestions of Special Agent Walter T. Gray concerning the setting up of a special card on all pending cases with as many duplicate cards as there are offices to which undeveloped leads are suggested and on these cards would be placed notations as to the progress of the case, the date of reports, and as a result Mr. Gray points out in detail there would be a great saving of time in pulling the files for the purpose of writing follow-up letters to the field offices, such letters being solely in the nature of "follow-ups." Mr. Gray points out that it will save the time of supervisory personnel, clerical personnel, materials and supplies as well as work in the communications room and in the file room when one letter could be prepared, based upon the pending cases in an office, instead of writing individual follow-up letters on each case. From a sample type of communication submitted by Mr. Gray, there would be listed certain cases which were in a seriously delinquent status, but those which were not in a serious status could be counted as to number and the sum total of delinquent cases could be presented to the field office in the letter, causing them to realize the status of the work in the office and causing them further to focus their attention on the more important pending cases in the office.

In oral conversation with Mr. Gray he expressed the opinion that approximately 30 clerical employees would be required to operate this system and he had in mind further, although it was not set forth in detail in his letter, that the field offices would forego the submission of the monthly administrative report, since the Bureau would be informed as to the delinquent cases as well as to the number of cases of each type pending in Washington.

Mr. Tolson _____ The Executive Conference recommended this suggestion unfavorably for the following reasons:

- Mr. Clegg _____
- Mr. Glavin _____ 1. Mr. Gray is supervising the governmental applicant type of case wherein time is of the essence in the handling of investigations. In order to meet Departmental deadlines and in order to meet the requirements for keeping other departments satisfied, meeting deadlines becomes equally important with the thoroughness and efficiency of the investigation. This is not true as to all other types of investigations conducted by the Bureau.
- Mr. Coffey _____ 2. The plan suggested by Mr. Gray does not meet the fundamental requirement for most other types of investigations where the emphasis is placed on thoroughness of the investigation and properly conducting the investigation without the time element being so important. Nowhere in Mr. Gray's plan is there
- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Hendon _____
- Mr. Kramer _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

ORIGINAL FILED IN

55 JUL 28 1942

any provision for supervising the investigation from the standpoint of thoroughness and adequacy, since it relates solely to the time element.

3. Supervisors, when calling for files on ticklers, have the problem of reviewing the file for investigative suggestions, and it is not believed that it would be desirable to install any system which would make less frequent the calling for files which would permit such reviews.

4. The system places emphasis on the following up of matters from the standpoint of time rather than emphasis on the steering of the investigation along logical lines to a logical conclusion.

5. The suggestion would require a great deal of clerical time in keeping posted information concerning the receipt of reports from the office of origin and from all auxiliary offices on cards maintained in the investigative divisions, which time it is believed should be more profitably spent reviewing reports and reviewing files from a standpoint of adequacy of the investigation.

6. As for the suggestion made orally that field offices could thus dispense with monthly administrative reports, the preparation of these reports requires but a comparatively small amount of time and they are made from the assignment card records which, of necessity, must be maintained so there would not be a great saving of time in the field. Further, it is believed that the field office, by making the monthly administrative reports, calls the attention of the Special Agent in Charge to conditions in his office which he should be informed about at least once each month as to cases received, cases closed and types of cases pending, deferred and assigned to police.

7. Mr. Gray stated that his recommendation was predicated upon his recollection of the fact that, when he was assigned to the field, a large number of follow-up letters were piling into the field office regularly. He also had checked with the Reading Room where he obtained an estimate that 25% of the outgoing mail were follow-up letters. Mr. Rosen has advised that he thought a conservative estimate as to the number of follow-up letters from Division 6 would be 100 follow-up letters per month. Mr. Ladd advises that, outside of the work handled by Mr. Gray, he did not believe the number of follow-ups would anywhere near approximate 25%. It thus appears that since the Bureau has modified its position about following up routine letters, the need for such a plan as the one suggested by Mr. Gray is considerably diminished and certainly does not exist to the extent that it would save the amount of time indicated or that it would justify the use of 30 clerks to run his proposed system. It will be recalled that within the past few weeks the Bureau inaugurated the system of eliminating follow-up letters except where it appeared important that the cases be followed up, and that routine follow-ups are no longer made as such without a special reason.

8. Mr. Gray has had these reasons discussed with him orally, and since the changes in policies and procedures he thinks that his plan would be applicable only to those types of cases where the time element of meeting deadlines was a highly important phase of the work. Respectfully,

FOR THE CONFERENCE

cc-Mr. Glavin

Clyde Tolson, Chairman

W. R. Glavin, Secy

WIG:lrd

Suggestion Number 28 June 8, 1942

Employee: Agent Earl J. Wynn

Detroit, Michigan

MEMORANDUM FOR THE DIRECTOR

Members Present: Meears, Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Hince, Carson, Kramer, Quinn Tamm, Hendon and Glavin.

1. Employee suggests: That the Bureau issue instructions to the effect that at every five thousand miles at least the automobile tires be switched in accordance with the best practice in preserving tires. Agent Wynn points out that all automobile dealers recommend following the procedure of switching the tires around including the utilization of the spare tire. This procedure insures even wear on all tires and prevents any one tire from wearing out too quickly.

RECOMMENDATION: The Conference points out that such information has been forwarded to the field in the past; however, it is felt that at the present time it would be well to issue another bulletin on this particular suggestion in view of the rationing program.

Subject to the Director's approval such a bulletin is attached hereto.

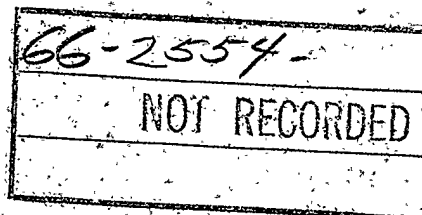
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/7/90 BY SP5C/llms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____ Attachment
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 66-19807-1857

HMC:BG

June 8, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Kramer and Clegg, considered a suggestion of Supervisor J. A. Carlson of the Training Division that the Manual of Instructions and the National Defense Manual be revised and reorganized along logical lines to follow a sample form which would meet the following outline:

Section _____	Title of Section
1.	Statutes
2.	Essential Elements
3.	Pertinent Court Decisions
4.	Departmental Decisions and Instructions
5.	Bureau Policies
6.	Venue
7.	Classification Number and Character of Case
8.	Investigative Procedures
9.	Reports
10.	Bibliography
11.	Miscellaneous

The Executive Conference believed that this outline should be followed in so far as possible and for this purpose there is attached hereto, if the Director approves, a memorandum for Messrs. Tracy, Clegg, Glavin, Nichols, Ladd and Rosen, instructing that the various sections of the Manual of Instructions and the National Defense Manual be revised in order to make as practical as possible the outline suggested.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

66-2554-
N. R. Glavin
Secretary
NOT RECORDED
INITIALS ON ORIGINAL - 3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/7/90 BY SP5C/lonS

WAG:ldd

June 8, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Hince, Carson, Kramer, Quinn Tamm, Hendon and Glavin considered Mr. Quinn's reply to the Director's communication concerning the possibility of arranging for a disbursing officer in the Department of Justice proper.

It was pointed out to the Conference that Mr. Quinn stated that from informal discussions with various officials of the Department they are unanimous that legislation would be necessary to accomplish any change in the existing disbursing procedure.

The Conference feels that a further communication should go forward to Mr. Quinn concerning this matter pointing out that if the present system does not function efficiently the Attorney General may want to take this matter up with the President to determine whether presidential approval would be given for the appointment of a disbursing officer in the Department of Justice proper.

For the Director's information the centralization of all disbursing officers to the central agency of the Treasury Department was made under the sponsorship of the President some years ago.

Subject to the Director's approval there is attached

Mr. Tolson hereto a memorandum to Mr. Quinn concerning this matter.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Attachment

Respectfully submitted,
FOR THE CONFERENCE

66-2554-
Clyde Tolson, Chairman
NOT RECORDED
W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/96 BY SP5CIBMS

34 JUL 10 1942

ORIGINAL FILED IN 66-2167-13

WRG:jh

June 8, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/7/90 BY SP5CJL/MS

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Hince, Kramer, Quinn Tamm, and Glavin, considered the problem presently facing the Bureau of securing of ration cards by its Special Agents and the securing of automobile tires and tubes for government owned automobiles.

The Conference unanimously approved the preparation of a form letter to all Special Agents in Charge concerning the securing of automobile tires and tubes for Bureau owned cars. Such a form letter is attached hereto.

For the Director's information, this Bulletin merely sets out the operations of the "New Fleet Pool Plan for Purchase of Tires and Tubes by Federal Agencies". In brief, the Procurement Division here in Washington is the controlling factor in the securing of tires and tubes in so far as Federal Agencies are concerned. They have cooperated with us very nicely. We are permitted to have a 25% reserve of tires and tubes at the present time, which consideration is one of the rare exceptions where any reserve is allowed. All the Field needs to do to secure new tires is to exhibit the old tire to the rationing board, get the necessary tire certificate, forward it to Washington, and we secure the necessary tires from Procurement. Inasmuch as we have the 25% reserve in each Field office, this should cause no hardship whatsoever in the securing of necessary tires for official business operations.

The Conference further considered the policy of Special Agents in the service securing tires and tubes and preferential gasoline rationing as a result of their official duties.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg the Field concerning the securing of automobile tires and tubes for personally

Mr. Glavin owned cars of Agents. The Conference feels there should be no objection to

Mr. Ladd the Special Agents in Charge addressing a communication to the Local Tire

Mr. Nichols Rationing Board when such a communication is requested, pointing out definitely

Mr. Rosen the amount of time the personally owned car is out on official business. The

Mr. Tracy Conference feels that the Bureau must be extremely careful in this particular

Mr. Carson regard inasmuch as should indiscriminate letters be addressed to the Local

Mr. Coffey Tire Rationing Boards, the Bureau may be subject to criticism. The

Mr. Hendon Conference has in mind one communication addressed by the Special Agent

Mr. Holloman in Charge at Louisville to the Local Rationing Board at Louisville,

Mr. McGuire Kentucky, pointing out that Special Agent Larry E. Kerley, assigned to

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

5 JUN 26 1942

INITIALS ON ORIGINAL = 2

NOT RECORDED

ORIGINAL FILED IN 16-1980-7-1564

the Louisville Office, had used his personally owned car for official business approximately 80% of the time since September, 1941. It was noted from a review of Agent Korley's expense accounts that although on a mileage basis, he may have used his car 80% of the time, the only time he had used it in connection with official business was on official transfers, one from Washington to Butte and the other from Butte to Louisville, and he used it no other time. A letter addressed to Mr. Moss concerning this particular incident is attached hereto. The Conference, therefore, feels that we must be most careful in the instructions issued to the Field in this regard.

With reference to the gasoline rationing cards, it is pointed out to the Conference that a number of Special Agents have secured X Rationing Cards for their personally owned automobiles. Mr. Glavin was of the opinion that many of these Agents had unwisely accepted X Cards inasmuch as they were not using their personally owned automobiles to such an extent for official business as would justify their securing such a card. For the Director's information a sample of the X Card certificate is attached hereto, wherein Number 4 thereof states that "All or substantially all of the use of the motor vehicle is for one or more of the purposes checked below: - - - - (e) For the official business of Federal, State, local, or foreign governments or government agencies." The Conference feels that this matter should be brought to the attention of the Field, pointing out that the Bureau is desirous of all of its employees' exercising the most careful economy in the operation of personal and official cars so that the Bureau employees cannot be criticized for securing unnecessary preferential treatments under the various rationing programs.

For the Director's further information, the present gasoline rationing system, of course, is in existence only until June 30, 1942. On July 1, 1942, a new system will be installed, the details of which are not yet worked out, although it is very definitely known that X Cards as such will not be used. There undoubtedly will be a replacement card of some kind to give preferential treatment in the securing of gasoline.

For the Director's information, there is attached hereto a Bulletin to the Field concerning the rationing programs.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

Attachments

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

WRG:lrd

June 8, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Hince, Carson, Quinn Tamm, Hendon and Glavin considered an automobile accident occurring May 16, 1942, involving Special Agent James W. Coan of the Charlotte Office, damage to the automobile amounting to \$205.91.

For the Director's information Agent Coan, assigned to the Charlotte Office, while driving the Bureau owned automobile on May 16, 1942, in an easterly direction from Charlotte to Raleigh, North Carolina, proceeding at an estimated speed of forty miles per hour, lost control of the car, it careening into a ditch bordering the road. It was raining at the time and the road was slick. From the beginning to the end of the skid the car transversed approximately one hundred yards.

The Special Agent in Charge recommends that the Agent be not held responsible for the accident, he stating that the accident was caused by the very slick condition of the road due to the rain.

Mr. Glavin recommended to the Conference that the Agent be held responsible, that he did not have the car under control, it went into a skid when he was travelling forty miles per hour (which in dry weather would be a reasonable speed) which undoubtedly was an unreasonable speed due to the inclement weather and the condition of the road.

The Conference examined several photographs taken at the scene of the accident, copies of which are attached hereto as follows:

- A - Showing the straightaway of the road, X marking the spot of the accident.
B - Another view showing the road and spot marking the accident.
C - Showing skid marks caused by the skid.
D - Showing the condition of the car after the accident.

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

The Conference feels that the Agent was negligent in the operation of the automobile and should be held responsible for the costs of the repairs. Should the Director approve, an appropriate communication will go forward to the Special Agent in Charge and the Special Agent concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman W. R. Glavin, Secretary

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Holloman ✓
Mr. McGuire ✓
Mr. Harbo ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Gandy ✓

JUNE 6, 1942

THE DIRECTOR

In connection with the attached memorandum submitted by the committee consisting of Messrs. Rosen, Tracy and Clegg, the Executive Conference considered particularly the matter of routing, initialing and filing mail in order to avoid the returning of so much mail to the various divisions and sections for initialing after it has already been handled in the division.

1. It was recommended by the Executive Conference that, when mail is received in the Files Section and is blocked and routed to a division by number—such as Division 1, Division 5, etc., the initials of the Assistant Director or those of any member of the supervisory staff of that division would be complete and ample authority for the Files Section to file the communication. The responsibility, therefore, would be on the Assistant Director or section chief to see that the incoming communication was routed, either by routing stamp or routing slip, or any other convenient means, to the proper supervisor or section for handling. The chief of the division and other supervisors who would not take action upon the communication would not affix their initials to the document, leaving this responsibility to the supervisor whose duty it was to take specific action or to finally initial the report or communication for filing. It was felt it was too great an imposition on the file room to expect that the file clerks would be able to pass upon the question as to whether additional supervisors of the same division and section should see and initial the communication if some other supervisor had already affixed his initials upon it.

2. It was further recommended that, in the event the communication reached a division without it being previously blocked and routed by the Files Section, in a similar manner the communication should be routed within a division to the proper supervisor for handling and the supervisor in question would affix his initials to the communication, which would be followed by a figure designating the division for which he initialed the document. When it reaches the file room, if it is found that there are other divisions interested in the contents of the communication, it would be routed in the usual way. This recommendation was unanimously approved by the Conference, particularly in view of the report that in the Espionage Section of the Security Division approximately one-third of all the incoming mail was mail returned a second time for initials.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/19/90 BY SP5C-10M/S

53

28-266-2554-
JUN 10 1942
NOT RECORDED

LAN:EEI

June 4, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Carson, Nichols, Hendon and Harbo, considered the question as to whether employees should take their gas masks with them to the shelter areas during air raid drills. Previously the employees have been instructed not to take their gas masks with them in order to avoid having this equipment observed by Department of Justice employees generally who are not equipped with masks.

The Conference unanimously agreed that the time has now arrived when the employees should carry out all phases of the air raid drill exactly as if an actual air raid warning had been received.

RECOMMENDATION:

The Conference recommends that employees be instructed that in connection with all future air raid drills they are to take their gas masks with them to the shelter areas. If approved, a memorandum for the Division Chiefs has been prepared.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

INITIALS OF ORIGINAL 2 8

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C110MS

ORIGINAL FILED IN 66-13407-147

June 4, 1942

LBN:NET

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 8/1/90 BY SP5C/DMS

The Executive Conference, consisting of Messrs. Tolson, Tracy, Clegg, Hendon, Rosen, E. A. Tamm, Quinn Tamm, Glavin, Carson, Ladd, Kramer and Nichols, considered the suggestion advanced by Mr. Nichols to the effect that the Recreation Association embark upon a program whereby the services of the Departmental Auditorium be secured one night every other week and a program of motion pictures be inaugurated for members of the Recreation Association and their immediate families. It was pointed out that by having a matinee and an evening program, this would cover all three shifts; that with the mounting living costs, it would be only a short time before our employees would be unable to take their families to the movies and also that it was almost impossible to get seats in motion pictures at present without standing for a long period of time.

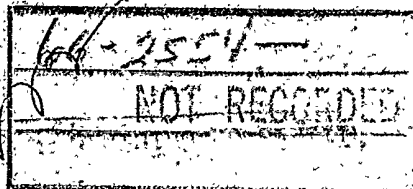
The thought was advanced that if this program were inaugurated, some of the classic old films could be readily secured without charge, as well as old news reels, and that we could get any of the old issues of the March of Time or any of the new issues that we desire. Various propaganda films could be shown and we could have occasional lectures by radio and news commentators, whom most of the employees have heard of but have never seen, such as Morgan Beatty, Earl Godwin, Fulton Lewis, Lloyd Thomas, etc. Individuals such as Dennis McEvoy could be brought in to lecture on Japanese psychology, and a general, all-around interesting program could be worked out.

The Conference was of the unanimous opinion that such a program should be tried. The Conference further expressed the thought that possibly current movies might be secured. There is, of course, a problem in this in that the exhibitors might make some objection. Nevertheless, the Conference recommended that the matter be given a trial, and it is suggested that a committee consisting of Messrs. Tracy, Patterson, McGuire and Nichols work up a series of programs if the Departmental Auditorium can be secured for an afternoon and evening program.

Should this suggestion be adopted, it will of course necessitate the outlay of funds for the transportation of the films and possibly the services of an operator. These expenses could be carried by the Recreation Association.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin



Memorandum for the Director

Page Two

If the Director approves the idea of this program, an effort will be made to work out the details and to try it for one month, with two meetings.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Q:KAC
Suggestion No. 12
Employee: Len H. Kurtz

June 3, 1942

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Clegg, Glavin,
Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen, Hince and
Quinn Tamm

Employee suggests: That when a technical searcher effects
a potential identification against a charge-out card in file he be
required to indicate, after his initials on the current print, the
extent of the search which he completed.

RECOMMENDATION: Conference was advised that this is an
administrative procedure in the Identification Division and that it
was not necessary to take any action concerning the suggestion.

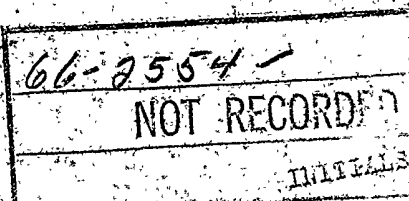
Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. A. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/10MS

ORIGINAL FILED IN 66-1431-

2
67:mac
Suggestion No. 16
Employee: Special Agent
E. C. Sullivan
62-23822-61

June 2, 1942

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Clegg, Glavin,
Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen, Hince and
Quinn Tamm.

Employee suggests: That fingerprint cards of applicants for
positions in law enforcement agencies be handled in the same expeditious
manner as the Bureau presently handles arrest fingerprint cards.

RECOMMENDATION: The Conference does not feel that this is
advisable, it being pointed out that it is not always possible to tell
whether or not applicant cards submitted by Police Departments are
actually applicants for employment in the Police Department or persons
engaged in National Defense Industries.

If you approve, there is attached hereto a letter to Mr.
Sullivan advising him.

Respectfully,
FOR THE CONFERENCE

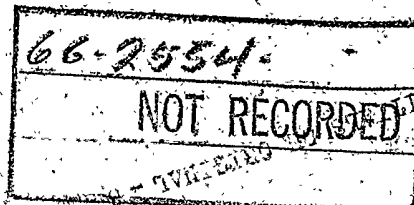
Clyde Tolson
Chairman

E. E. Glavin
Secretary

Executive Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ Enclosure
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

204
JUN 12 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5CUDMS

ORIGINAL FILED IN 62-23822-62

DM:mm

June 3, 1942

Sugg. No. 46b

Employee: M. G. O'Melia
Special Agent
Bureau

THE DIRECTOR

Employee Suggests: That the Bureau establish several radio stations for the specific purpose of broadcasting messages to Germany.

Action Taken: The Executive Conference on June 2, 1942 considered the suggestion made by Special Agent M. G. O'Melia to the effect that the Bureau establish several radio stations for the specific purpose of broadcasting erroneous code messages to Germany for the purpose of leading German Agents to believe there were extensive operations on the part of United States Agents in Germany and to mislead the enemy as to actual conditions or plans of this country. The Conference was advised that the Navy is engaged in extensive operations of this nature and that approximately sixty per cent of the messages sent out by radio are of this nature and for this purpose and further, that the FBI would have no jurisdiction in matters of this kind. The Conference was unanimously of the opinion that Special Agent O'Melia should be advised in line with the above.

In the event you approve, an appropriate letter is attached hereto for Mr. O'Melia.

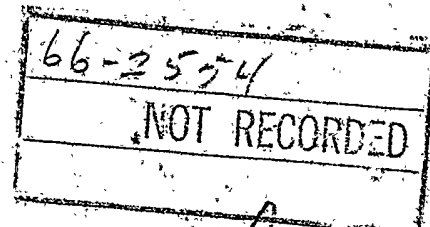
Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

5 JUN 26 1942



INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5C110mS

ORIGINAL FILED IN

7
Glimac
Suggestion No. 13
Employee: John F. Kullory

June 3, 1942

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Clegg, Glavin,
Tracy, Nichols, Ladd, Hendon, Carson, Kramer, Rosen, Hince and
Quinn Tamm.

Employee suggests: A further breakdown, or classification division,
for "A" and "B" whorls, in order to break down further those covered in which
whorls are used in the subsecondary or major.

RECOMMENDATION: Conference believes that the suggestion which
pertains to the further extension of the file in the Identification Division
is a worthwhile suggestion which should be tabled for further reference when
and if personnel is available to place such extensions in the file.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

E. H. Glavin
Secretary

0 Expedited
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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204
66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 8/7/90 BY SP5C10MS

WRG:jh

June 2, 1942

MEMORANDUM FOR THE DIRECTOR

It was pointed out to the Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Quinn Tamm, Carson, Rosen, Nichols, Hendon, Clegg, Ladd, Tracy, Kramer, and Glavin, that inquiry had been made of the Bureau by Major J. E. Morris of the Distribution Branch, Service of Supplies, War Department, regarding gas masks being purchased by the Bureau. Major Morris was desirous of being advised as to whether gas masks were being furnished to Bureau clerical and Special Agent personnel. The Major pointed out that none of the clerical personnel of the War Department had been issued gas masks and that it was the opinion of the War Department the gas masks should be issued only to Special Agent personnel. We have on order at the present time 2,000 gas masks and we have advised the War Department they will be issued to Special Agent personnel.

The Bureau was further advised that the Office of Civilian Defense was giving consideration to the manufacture of appropriate gas masks for issuance to civilians. The Office of Civilian Defense has not gotten very far in this project and it is understood they are having difficulty with the War Production Board in securing priorities for sufficient rubber to manufacture these masks.

The Conference feels that the issuance of gas masks in the future should be to Special Agent employees only. The Conference further points out that there are sufficient gas masks here at the Seat of Government to take care of the several tours of duty in the event of a raid, although one person would undoubtedly have to use another person's mask. It is felt, however, that this

Mr. Tolson would be a minor objection in the case of an actual emergency.

Mr. E. A. Tamm Should the Director approve the Conference suggestion further
Mr. Clegg issuance of gas masks will be not made to clerical employees. However,
Mr. Glavin they will be trained in the use of such masks.
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 30363
DATE 3/1/90 BY SP5C10m5

Clyde Tolson
Chairman

66-2554-
R. Glavin
Secretary
NOT RECORDED
ORIGINAL
JUN 2 9 1942

HHC:BG

June 2, 1942

THE DIRECTOR

Mr. Egan has received a letter from Chief of Police J. M. Broughton of Portsmouth, Virginia, pointing out that they now have an active city manager who is progressive enough to desire that one of his representatives attend the FBI National Police Academy. This has not been possible previously because of the improper attitude of the city manager.

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, unanimously recommended that the Portsmouth, Virginia, Police Department be invited to have a representative attend the next session of the Academy, beginning July 27, 1942. If this is approved, there is attached hereto a letter addressed to Chief Broughton.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd cc-Mr. Glavin
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

20 1942
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NOT RECORDED

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/7/90 BY SP5clpm/s

ORIGINAL FILED IN 100-1-100-100

LBN:FML

June 1, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Hince, Glavin, Tracy, Rosen, Clegg, Hendon, Ladd and Nichols considered Mr. Harbo's suggestion to the effect that the statistical books of the Bureau be closed on July 5.

The Conference was unanimous in recommending that the Bureau's books be closed as of July 1. This will mean that only those reports which are actually in the Bureau by July 1 will be recorded in the statistical accomplishments for the fiscal year 1942.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5CNDMS

2 JUN 20 1942

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66-2554-
NOT RECORDED
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FINAL FILED IN 11-20-42

gc
HMC:BG

June 1, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, considered the recommendation of Special Agent in Charge Hicks that since the tip funds at Quantico are being used to pay for the meals of Bureau bus drivers and of the caretakers, the required tip charges be five cents per meal for all those who take meals at Quantico rather than ten cents per day as at present. The Conference was unanimous in its favorable recommendation of this suggestion.

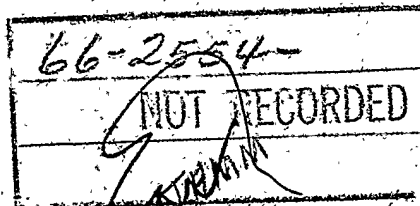
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



JUN 1 3 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110mS

ORIGINAL FILE IN 66-12544-583

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

CC-287

Mr. Tolson ✓
Mr. E.A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Holloman
Mr. McGuire
Mr. Quinn Tamm
Mr. Harbo
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

WRG:jh
Suggestion No. 39
SAC John S. Bugas
Detroit

June 1, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Rosen, Clegg, Hince, Ladd, Tracy, Quinn Tamm, Nichols, Hendon, Carson, and Glavin considered the suggestion offered by Mr. Bugas that, since the number of Special Agent applicants being interviewed is constantly increasing, in order to save stenographic time, it might be well to dispense with the submission of all of that data required on the applicant interview sheet to the Bureau in those cases where the applicants are recommended unfavorably, merely setting forth the names of the applicants unfavorably recommended in a letter to the Bureau. SAC Bugas states this would serve to save a great deal of stenographic time and the time of the Bureau interviewing supervisors in the dictation of the forms.

The Conference is unanimously opposed to the adoption of this suggestion, it pointing out it is essential to have complete reports on unfavorable interviews so that should there be any question concerning the reason for unfavorably recommending an individual such information will be on hand in the Bureau's files.

Subject to the Director's approval, there is attached hereto a communication to SAC Bugas concerning this suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

Attachment

66-2584-

FEDERAL BUREAU OF INVESTIGATION
2 JUN 8 1942
U. S. DEPARTMENT OF JUSTICE
THREE

June 1, 1942

CJT:BT

THE DIRECTOR

Present: Rogers, E. A. Tamm, Clegg, Ladd,
Glavin, Rosen, Carson, Hendon,
and Tracy.

RE: SURVEY of Daily Reports and Register No. 3
for twelve selected field offices.

The Executive Conference considered the attached report of the committee consisting of Rogers, Clegg, Rosen and Tracy, covering a detailed examination of the daily reports and Register No. 3 forms submitted by twelve offices.

The Conference unanimously approved the nine recommendations made by the committee with the exception of Recommendation No. 3, on which the Conference recommended that a separate letter be written to all SACs on the subject matter of utilization of overtime.

If the recommendations of the Conference are approved by the Director, immediate action will be taken thereon.

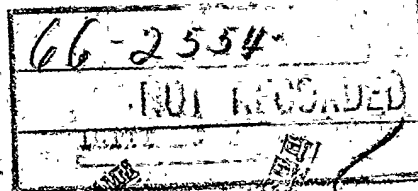
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110MS

ORIGINAL FILED IN 66-2757-102

ARJF

May 27, 1942

THE DIRECTOR

Re: Survey of daily reports and Register Number 3 showing hours devoted to official business for the two weeks' period beginning February 16, 1942, through February 25, 1942

A detailed examination was made of the daily reports and Register Number 3 submitted by 12 offices. Included were the Boston, Charlotte, Chicago, Cincinnati, Des Moines, Detroit, Houston, Louisville, New Orleans, Salt Lake City, Sioux Falls, and St. Louis offices.

Purpose of the Survey:

The purpose of the survey was to determine in detail the total number of hours devoted to the following types of activity:

National Security investigations
Investigative investigations
Applicant investigations
Time spent by Agents in travel
Selective Service investigations
Unclassified investigations

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C1/DM5

The compilation is based upon the total number of hours devoted to official business by the personnel in the aforementioned offices. In addition to the time devoted by the Agents to the classifications aforementioned, a computation was obtained of the number of hours devoted by the Agents to time spent in the office.

Since Special Agents in Charge and Number One Men and those assigned to full-time administrative duties in the field office are not required to prepare daily reports or Register Number 3, their time was obviously not included in these tabulations.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

The average amount of time spent by all Agents throughout the working day and in the offices studied shows 10.4 hours for working day and it is this total amount of time, including overtime, which is included in this tabulation.

The Survey Resulted in the Following Findings:

Time spent at the office.....	46.5%
National Defense investigations.....	15.9%
Applicant investigations.....	9.3%
General investigations.....	11.08%
Unclassified investigations.....	11.7%
Time spent by Agents in travel.....	5.1%
Selective Service investigations.....	2.3%

66-2254-
ENCLOSURE

ORIGINAL FILED IN

Unclassified Investigations:

It should be noted that the unclassified investigations included time spent on speeches, police department contacts where no file number was shown, civilian defense schools, actual investigations where no file number was shown, et cetera.

Time Spent at Office:

In computing the time spent at the office, the tabulation included time spent by Resident Agents rough drafting reports, preparing work for dictation, reviewing files, making telephone calls, interviewing complainants, interviewing applicants, examining books and records in the office, and the like.

In view of the large percentage of the time as reflected in this chart being spent by Agents at the office, it will be interesting to note the percentage of productive time devoted to investigations in general.

46.5% of the total number of hours spent by Special Agents on official business is accounted for at the office.

53.7% of the total number of hours spent by Agents on official business is devoted to general investigative activity.

Of the 53.7% spent on general investigative activity, the following represents the percentage devoted to the classifications listed:

(1) National Security Investigations.....	25.95%
(2) General investigation cases.....	20.6%
(3) Applicant investigations.....	17%
(4) Travel by Agents.....	9%
(5) Selective Service investigations.....	6.4%
(6) Unclassified investigations.....	21.9%

The following reflects the percentage of time spent by Agents at the office:

Salt Lake City.....	80.8%
Detroit.....	64.9%
Louisville.....	61.6%
New Orleans.....	48.8%
Chicago.....	45%
St. Louis.....	44.1%
Houston.....	43.6%
Boston.....	43.4%
Des Moines.....	38.8%
Sioux Falls.....	37.8%
Cincinnati.....	36.8%
Charlotte.....	36.1%

Generally speaking, the above figure shows that offices having a large percentage of road work have a lower percentage of time spent in the office and these figures quite naturally do not include the amount of time spent by Agents on the road, (who are not Resident Agents) in their hotel rooms typing rough

draft reports, and reading serials and files during regular hours. Of course, the time spent by Resident Agents in their Resident Agency headquarters office is included as time spent in the office where it was so indicated in the reports examined. There are attached hereto charts which diagrammatically portray the distribution of time as above enumerated.

RECOMMENDATIONS:

1. From the above figure it is obvious that the 46% of time spent in the field office seems to be an excessive amount of overhead for administrative purposes in connection with the handling of investigations. It is recommended therefore, that a letter go to all Agents in Charge pointing out that this figure does appear to be excessive and that a definite effort should be made to decrease the amount of time spent in the office to an absolute minimum. This will require the close supervision of Special Agents in Charge, Number One Men, and any Supervisory Agents in the office.
2. It is recommended that for a two weeks' period beginning June 15, 1942, the following offices require a detailed analysis by each of the Agents on Register form number 3 as to what they are doing in the office during this two weeks' period:
Salt Lake City, New Orleans, Louisville, Detroit, Chicago, and St. Louis
3. It is recommended that any communication addressed to the field office point out that overtime is apparently not wisely used and there should, of course, not be recorded as overtime any personal activities such as the writing of personal letters, the reading of newspapers for personal purposes, and other similar personal activities.
4. It is recommended that individual letters be sent to each of the Special Agents in Charge of the offices included in the above analysis, pointing out specifically any delinquencies which are apparent, and certainly all those Special Agents in Charge where the amount of time spent in the office exceeded the average.
5. It is recommended that a summary of the above general tabulation be sent to all field offices with the injunction that each Special Agent in Charge should endeavor to remedy any undesirable conditions in his own office which contribute to what appears to be a serious matter of overhead in time spent in the office.
6. It is recommended that the instructions go to the field that since the field offices now open at 8:30 instead of 9:00 that the Agents are required to be out of the office by 6:35 unless they have made specific arrangements with their superior or Special Agent in Charge satisfying him as to the necessity for remaining in the office. This requirement seems to be amply justified by the figure cited and places the initiative upon the Agents rather than on the Special Agent in Charge for explaining the reasons for his remaining in the field office.
7. It is recommended that field office register form number 3 be maintained more accurately and to this end the field offices will be informed that they should exercise greater care in maintaining it in eliminating unclassified types of work requiring file numbers and eliminating the use of words such as "special" without recording an appropriate file number or type of work upon which they are engaged.
8. It is recommended that the Special Agents in Charge have called to their at-

mention the desirability that they supervise the return of Agents to the field offices in such a manner that their arrival at staggering intervals will be so arranged that they can dictate promptly, obtain files promptly, and return to their field investigative duties or resident agency headquarters with the least possible amount of time.

9. It is recommended that a Special Agent accountant be assigned at the Bureau for a period of six months beginning June 1 for the purpose of making continuous spot checks of the type above set forth of all the field offices in order to ascertain individual delinquencies and various types of errors committed so that from his final check, general letters of instruction outlining a definite program can be sent to the field and specific instructions can be sent to each Special Agent in Charge and to the Agents.

Respectfully,

H. H. Clegg

A. Rosen

E. J. Tracy

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

Quantico, Virginia
May 31, 1942

MEMORANDUM FOR MR. CLEGG

Re: W. W. GROSSCLAUS
Member of N. P. A. Class No. 19

Mr. W. W. GROSSCLAUS a member of the National Police Academy Class No. 19, while at Quantico, Virginia, on May 26, 1942, was successful in firing a perfect score on the Practical Pistol Course. The firing line was run by Special Agent H. E. GLENN and was witnessed by Special Agents ALDEN, FORD and GOODE.

I would also like to point out that this individual fired two perfect scores, however, only one target is being submitted as proof of this unusual occurrence.

I am not certain whether the rules governing the Possible Club covers members of the National Police Academy, however, it is my recommendation as well as the recommendation of the other firearms instructors that members of the National Police Academy be included in this club inasmuch as it will stimulate and make for good will between Police Academy graduates and agents in the Bureau.

Respectfully submitted,

S/CT R. Espey

W. H. ESPAY

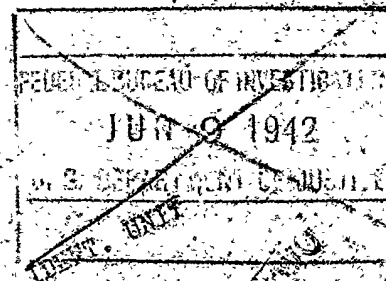
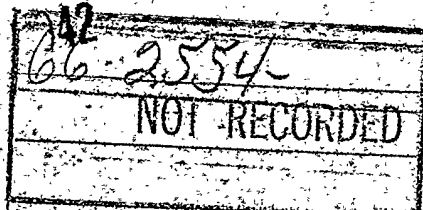
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8-7-96 BY SP5CJ/DMJ

MB:jrr

ADDENDUM: 6/6/42 (mac) The above matter was discussed informally at the Executive Conference and it was decided that only members of the FBI (in other words, Bureau employees) were eligible for membership in the Possible Club.

S/CT

CT



ORIGINAL FILED IN 1-2890-2

AR:AI

Suggestion #37
Employee: SAC
H. K. Moss

May 30, 1942

THE DIRECTOR

Members Present: Messrs. Nichols, Glavin,
Clegg, Ladd, Tracy, E. A. Tamm, and Rosen.

Employee suggests: That the sources of
information files of the various field divisions
would be considerably and valuably increased by
having Bureau employees submit names and addresses
of their immediate families.

RECOMMENDATION: Unfavorable - This question has come up in
the past, and it is not believed desirable to utilize im-
mediate relatives of Agents or Bureau employees for informa-
tion of a general nature.

Employee advised by letter.

Respectfully,
For the Conference

Glyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/19/90 BY SP5C110MS

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____ cc Mr. Glavin
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Tolson favors the suggestion letter and
recommends that a letter be addressed to all Field Offices
requesting employees to submit a detailed list of im-
mediate relatives including the following: mothers, fathers,
brothers, sisters, uncles, aunts, and grandparents, together
with their addresses and present places of employment and
exact positions in which they are employed. Such data will
be used as a basis for enlarging the present source of in-
formation file maintained by the various field divisions.

166-2554-
NOT RECORDED

ORIGINAL FILED IN 166-25542

AR:JF

May 30, 1942

THE DIRECTOR

Re: NATIONAL FIREARMS ACT
FEDERAL FIREARMS ACT

The Executive Conference approved the attached Bureau Bulletin with reference to the National Firearms Act and the Federal Firearms Act; pointing out the provisions of the statute.

Those in attendance were Messrs. E. A. Tamm, Glavin, Hince, Hendon, Ladd, Tracy, Clegg, and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/19/90 BY SP5C/10ms

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4 JUN 6 1942

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ORIGINAL FILED IN 66-6200-4-12

HHG:JBW

May 29, 1942

THE DIRECTOR

Re: FBI National Police Academy

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Kramer, Rosen and Hince, considered the suggestions of Mr. Clegg, as follows:

(1) That the Bureau give special attention to the draft status of applicants to attend the FBI National Police Academy, since there is no desire on the Bureau's part to take those who might attend the Police Academy and then enlist in ONI, MID or other military branches in order to avoid the draft. This sort of inquiry should be made in each investigation in order that the Bureau can determine the advisability of accepting any particular applicant.

(2) That the Bureau, as a matter of policy not to be made known or discussed generally, not appoint graduates of the FBI National Police Academy to the Bureau's services under present conditions until after the graduate of the Police Academy has served at least one year with the department which designated him to attend the Academy. This is for the purpose of insuring the good quality of the men who come to the Academy, and because it is feared the police forces would not designate a well-qualified man in some instances if it was felt that the Bureau would offer him a position at any early date.

If approved, there is attached hereto a teletype to those offices where NPA applicant investigations are now pending, in order to make sure that the proper investigation is made concerning the draft status of the applicants.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 9/1/90 BY SP5C/10MS

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NOT RECORDED
DETAILS ON ORIGINAL

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ORIGINAL FILED IN

HHG:JBM

May 29, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/7/90 BY SP5C110MS

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Tracy, Nichols, Ladd, Hendon, Kramer, Rosen and Hince, considered the present schedule of instruction afforded to in-service classes of Agents and two changes were recommended: (1) that the lecture on Office of Emergency Management applicants for one hour be omitted since the Bureau's work in this field is being discontinued and (2) that the subject of Communism by Mr. K. R. McIntyre be increased from two to three hours. No other changes were recommended by the Conference. The work sheet of subjects, the amount of time allocated and the names of the lecturers, is attached hereto.

In connection with the specific suggestions made by Special Agent Sam Hardy, the following recommendations were made: (1) The discussion of election law matters, Mr. Hardy suggested, be eliminated. Since this subject has recently become of even greater importance and the Department has announced a new policy which expands the Federal jurisdiction, the recommendation was considered unfavorably. It is believed that this subject should be discussed for the one-half hour devoted jointly to this subject and to the political aspects of the Hatch Act.

(2) Mr. Hardy suggested that the lectures on Plant Surveys be eliminated. The Conference unanimously opposed this, feeling that the time being spent on this subject was well worthwhile in acquainting the Agents with phases of this type of work which would permit their more intelligent discussion with police officers of problems under this heading which might arise in any municipality or state. There is but a total of two hours devoted to both Confidential Informants and Plant Surveys combined.

(3) Mr. Hardy suggested a motion picture be made of the training being afforded by our men to Quantico Marines along Commando lines. It is doubtful that the Marines would agree to any such picture and, furthermore, it is believed that when it is considered advisable to expend money for making training pictures, they should be along more practical lines of benefit to the FBI and law enforcement generally.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn
Mr. Nease
Miss Gandy

Mr. Hardy also was of the belief that we are holding too many conferences for police. It is believed that the Quarterly Police Conferences should be continued, and since the Civilian Defense and War Traffic Schools have been discontinued, there should be no further complaints about too many conferences.

(4) Mr. Hardy suggested that lectures be written up on the subjects of (a) Getting Confessions, (b) Conducting Surveillances, and (c) Testifying Properly, which could be prepared and be distributed to or used before law enforcement officers. In this connection, there is material in the Bureau's files on these subjects which is used before new Agents' classes, in-service classes, the National Police Academy and any schools being conducted for police by the Bureau, but it is not believed that such information should be distributed for promiscuous use by others than Bureau representatives.

ORIGINAL FILED IN 1-19-711

66-2554-
NOT RECORDED

- 2 -

A letter to Mr. Hardy, pointing out the consideration given to his suggestions, is attached hereto.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. H. Glavin,
Secretary

Enclosure

cc - Mr. Glavin

NEW SERIES IN-SERVICE COURSE

11 Days (3½ Days Firearms Training)
Released at 7:00 P.M. First Monday

<u>ITEM NO.</u>	<u>TIME</u>	<u>SUBJECT</u>	<u>LECTURER AND ALTERNATE</u>
1	1 hr.	Enrollment, Purpose of Retraining; Announcements, etc.	Mr. Rogers or Mr. Hince
<u>NATIONAL DEFENSE PHASES OF COURSE</u>			
2	½ hr.	Bureau Problems and Policies in National Defense Matters	Mr. E. A. Tamm, Mr. Ladd or Mr. Kramer
3	3 hrs.	Communism	Mr. K. R. McIntire or Mr. Whiteon
4	1 hr.	Alien Enemy Control	Mr. Strickland
5	2 hr.	Nazism	Mr. Anderson or Mr. Flinn
6	4 hrs.	Custodial Detention	Mr. Currie or Mr. Ranstad
7	3 hrs.	Sabotage Investigations	Mr. Hince or Mr. Burgess
8	1 hr.	Embargo Matters	Mr. Cimperman or Mr. Mumford
9	3 hrs.	Espionage Investigations	Mr. L. E. Laughlin or Mr. Williams
10	2 hrs.	Treason and Sedition	Mr. E. J. Smith or Mr. Stetter
11	1 hr.	Quarterly Police Conferences; Censorship; Law Enforcement in Wartime	Mr. Clegg or Mr. Hince
12	1½ hrs.	Registration Acts	Mr. Stetter or Mr. Mumford
13	2 hrs.	Voorhis Act	Mr. Flinn or Mr. Delavigne
14	1 hr.	Alien Employment in Defense Industries	Mr. Kriethe or Mr. Cunningham
15	½ hr.	Testifying in Court	Training Division

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/19/90 BY SP5C/10MS

<u>ITEM NO.</u>	<u>TIME</u>	<u>SUBJECT</u>	<u>LECTURER AND ALTERNATE</u>
16	2 hrs.	Confidential Informants and Plant Surveys	Mr. Callan or Mr. Morris
17	2 hrs.	Selective Service Act	Mr. Richardson or Mr. Cunningham
18	2 hrs.	The Hatch Act	Mr. Willis or Mr. Timm
19	1 hr.	Japanese Organization	Mr. Neely
<u>TECHNICAL PHASES OF COURSE</u>			
20	3 hrs.	Document Aspects of Espionage	Mr. Appel
21	2 hrs.	Radio Applications to Espionage Problems	Mr. Pfafman, Mr. Conrad or Mr. Millen
22	3 hrs.	New Photographic Equipment; Practical Work in Photo-Copying, Photostating and Use of New Equipment	Mr. Dunlop or Mr. Schweitzer
23	3 hrs.	Laboratory Problems in Sabotage Cases	Mr. Parsons or Mr. Baughman
24	3 hrs.	Practical Work: (a) Questions and Discussions on Lock Problems of Carrying Cases and Similar Locks; (b) Elementary Sound Recorder Practices	Mr. Willard, Mr. LaRock, Mr. Millen or Mr. Pfafman
25	1 hr.	Review of Laboratory Procedures and Panel Forum	Mr. Coffey or Mr. Martin
26	2 hrs.	Surveillances and Plants	Mr. Hince or Mr. McCabe
27	3½ days	Firearms Training at Quantico 1 - 1 - 1 - ½	Mr. Espey and Staff
28	½ day	Practical Sabotage Problems	Mr. Parsons, Mr. Baughman and TD Instructor
29	1 hr.	Panel Forum - Training and Inspection Division	Mr. Clegg or Mr. Hince
30	2 hrs.	Panel Forum - Administrative Division	Mr. Tolson, Mr. Nichols & Mr. Hendon

May 27, 1942

LEW:NHT

THE DIRECTOR

Suggestion Letter #22
Dorothy M. Lloyd

The Executive Conference, consisting of Messrs. E. A. Tamm, Q. Tamm, Carson, Glavin, Hendon, Ladd, Tracy, Rosen and Nichols, considered the suggestion of Mrs. Dorothy Lloyd of Division 5 to the effect that stenographers and typists be required to place their autographed initials on the yellow similar to the manner in which Supervisors initial mail. Mrs. Lloyd pointed out that she feels if clerical employees are required to initial mail prepared by them, it will result in a greater degree of responsibility for mail. It was pointed out to the Conference that this was the practice in some Divisions.

Messrs. Quinn Tamm, Carson, Tracy, Glavin, E. A. Tamm and Rosen voted against the approval of this suggestion. Messrs. Hendon, Ladd and Nichols voted to adopt the suggestion of Mrs. Lloyd on the basis that it would require stenographic and clerical employees to read their mail more carefully and, as Mrs. Lloyd pointed out, it would make them feel a greater sense of responsibility. In this connection, it was recalled that in 1939 when the condition of mail was so bad, that readers were abolished in various divisions and the responsibility placed on stenographers and Supervisors and there was an immediate improvement of mail. By emphasizing responsibility at the source, our mail was materially improved, and it is believed a uniform rule in the Bureau to this effect would be most helpful.

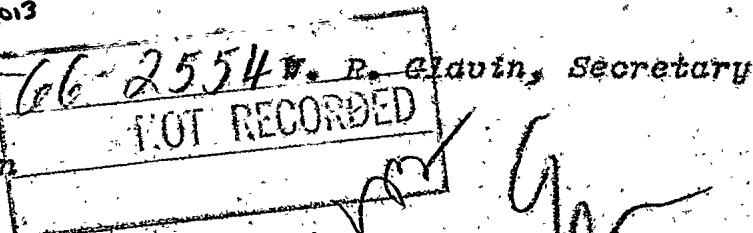
Mrs. Lloyd's letter is not being acknowledged until the Director has an opportunity to pass upon the foregoing suggestion.

Respectfully,
For the Conference

Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/1/90 BY SP5CJH/MS

cc - Mr. Glavin



LAH:EC

May 27, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Nichols, Carson, Hendon, Ladd, Clegg, Rosen, and Hince, was informed by Mr. Hince that a request was made orally by Captain H. K. Fenn, Chief Cable Censor, for a tour of the FBI and an explanatory lecture for all of the cable Censors located in Washington.

There are about forty of these men who would come over in two sections for a one hour tour and a two hour lecture. The lecture would deal with the subject, "What the FBI Needs From Censorship."

RECOMMENDATION: The Conference unanimously recommends that arrangements be made for such a tour and explanatory lecture, in view of the fact that this should produce favorable results for the FBI from the Censors who review all questionable cables which are requested to be furnished to the National Censorship Headquarters at Washington from the Censorship Field Stations.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 3/17/90 BY SP5C10ms

cc - Mr. Glavin

66-2554-
NOT RECORDED

247
7 JUN 17 1942

W. R. Glavin

ORIGINAL FILED IN 66-2554-1

AR:AI

May 27, 1942

Suggestion #26

Employee: Agent J. S.
Spratt, Division Five

THE DIRECTOR

Members Present: Messrs. E. A. Tamm, C. Tamm,
Carson, Hendon, Ladd, Glavin, Clegg, Nichols, and Rosen.

Employee suggests: That very valuable sources
of information could be developed by having each Agent
in the Service furnish the field office covering his home
district the name of his father, and/or any other close
relative who he believes would be willing and able to
furnish Agents of the Bureau with information.

RECOMMENDATION: Unfavorable - This question has come up in
the past, and it is not believed desirable to utilize immedi-
ate relatives of Agents or Bureau employees for information
of a general nature.

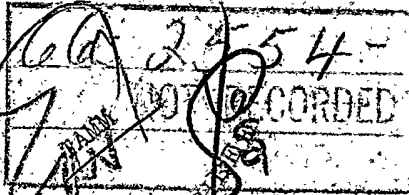
Employee advised by
letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm CC-Mr. Glavin
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 8/7/90 BY SP5C/LMS

DML:WGR

May 26, 1942

Sugg. No. 20

Employee: Sam O. Bush, Jr.,
Clerk, Birmingham Office.

THE DIRECTOR

Employee Suggests: That when the various police departments apprehend individuals who are found to not be in possession of their Selective Service Registration cards, the police departments should report these matters directly to the State Director of Selective Service.

Action Taken: The suggestion of Mr. Bush was considered at a meeting of the Executive Conference on May 26, 1942. It was pointed out to the conference that the failure to be in possession of the Selective Service Registration card in itself is a violation of a Federal law over which the FBI has jurisdiction; and, therefore, this matter naturally would have to be reported to the FBI; and even though it is only a technical violation, it is necessary to present the facts to the U. S. Attorney for his opinion as to prosecution. Further, it was pointed out that to have the police report certain types of Selective Service violations to the Selective Service Board and others directly to the FBI would only lead towards confusion.

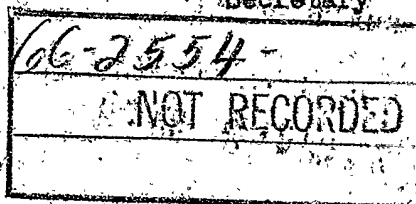
In the event you approve of the action of the conference, there is attached hereto a letter to Mr. Bush relative thereto.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman.

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy Attachment
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
cc Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.613
DATE 8/7/90 BY SP5C110MS

ORIGINAL FILED IN 66-6200 sub 25-370

LAH:EEH

May 26, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/7/90 BY SP5C110MS

The Executive Conference, those present being Messrs. Tolson, Tracy, Q. Tamm, Carson, Rosen, Hendon, Nichols, Glavin, Ladd and Hince, considered Mr. Egan's suggestion that the recent regulation with respect to the absence of Agents from the Office from 9:05 A.M. to 5:30 P.M. is not working out satisfactorily. Mr. Egan pointed out that large groups of Agents would return to the office at approximately 5:30 P. M., thereby congesting the register desk. Mr. Egan also pointed out that Agents would go to telephones in drug stores after 9:05 A. M. in order to make appointments. Mr. Egan also felt that a good many interviews could not be conducted on Saturday afternoons.

The Conference pointed out that there is no reason why an Agent can not stay in the office in the morning long enough to make telephone calls for appointments. There is nothing in the rule to prohibit this. All that is required is that the Agent obtain the approval of the Special Agent in Charge or another Supervisor. The Conference further could see no harm in the fact that a large number of Agents may return to the office at approximately 5:30 P.M. The fact, the Conference points out, that the presence of the Agents outside of the office conducting investigations until at least 5:30 P.M. is exactly what the regulation is aimed at and if the Agents are not returning until after 5:30, the rule is accomplishing its end.

The Conference is unanimously of the belief the regulation should remain as it is, that the regulation actually requires more time to be spent on active investigations.

The opinions of Special Agents in Charge Sears, Conroy, Foxworth, Johnson and Bradley were solicited and all of these Special Agents in Charge indicated that they believed the present regulation to be satisfactory and preferable to the old regulation.

RECOMMENDATION:

The Conference recommends that the 9:05 A.M. to 5:30 P.M. rule with respect to the absence of Agents from the office should be retained.

Respectfully,

For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

NOT RECORDED

66-2554

Mr. Tolson _____
Mr. Egan _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILED IN 66-2554

WRG:jh

May 25, 1942

Sugg. No. 7

Employee: Stenographer

Lonnie W. Wege, Kansas City

MEMORANDUM FOR THE DIRECTOR

Eyes

The Conference, consisting of Messrs. E. A. Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Carson, Hendon, Quinn Tamm, Hince, Kramer, and Glavin, considered a suggestion submitted by Lonnie W. Wege, Stenographer in the Kansas City Office, that the Field be given authority to discontinue checking the Western Union Telegraph Company bills and that these bills be accepted as correct; that this would eliminate the services of a clerk for a period of two or three days, which is the ordinary time spent in handling this voucher.

This employee further states that the Telephone Company bills are accepted as correct by the Kansas City Office.

For the Director's information the procedure followed by the Kansas City Office is not correct in so far as that office not checking the telephone bills. It is felt that all bills received should be checked and verified for accuracy and the Conference is of the opinion that the suggestion submitted by this employee be not adopted.

There is attached hereto a communication to Mr. Wege concerning his suggestion, as well as a letter to the Special Agent in Charge at Kansas City concerning the procedure followed at that office in this regard.

Respectfully,
FOR THE CONFERENCE

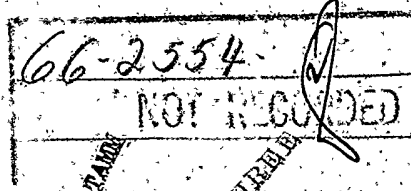
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C11/ams

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachments



INITIALS ON ORIGINAL - 14

66-2690-152

ORIGINAL FILED IN

LBN:NHT

May 25, 1942

THE DIRECTOR

Suggestion Letter #16
Norma W. Davis

Suggestion Letter #3-c
SAC Johnson

The Executive Conference, consisting of Messrs. E. A. Tamm, Hince, Glagg, Hendon, Glavin, Ladd, Carson, Tracy and Nichols, considered the identical suggestions of Miss Norma Davis and SAC Johnson to the effect that on communications from the Field and to the Field, only the original and one copy be forwarded inasmuch as it is felt this would be a savings of paper.

It was pointed out to the Conference that with reference to communications coming from the Field, one copy is immediately placed on file. Frequently, an additional copy is needed and the Bureau rule was adopted because so much time was being spent in preparing extra copies.

With reference to the sending of an original and two thin copies to the Field, it was pointed out that such letters frequently request investigation; a copy can be given to the Agent and in the event more than one lead is necessary, additional copies are available.

The Conference, therefore, recommended no change in our present procedure. Letters are attached.

Respectfully,
For the Conference

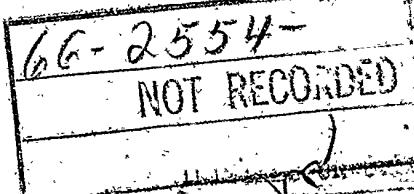
Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Glagg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Ladd _____
Mr. Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C11/OM5

cc - Mr. Glavin



ORIGINAL FILED IN 66-2394

May 25, 1942

LBN:HHT

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Hince, Clegg, Hendon, Glavin, Ladd, Carson, Tracy and Nichols, considered further the necessity of making a formal request of the Telephone Company for telephones necessary for Bureau employees prior to their installation.

It was the unanimous recommendation of the Conference that the Bureau not request telephones for clerical employees unless they are in key positions and their presence might be needed in the event of an emergency.

Respectfully,
For the Conference

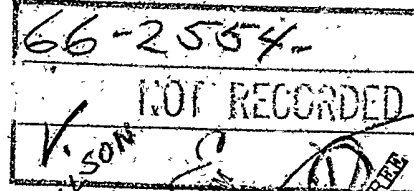
Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

244
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5clloms



ORIGINAL FILED IN 66-2554-1

May 25, 1942

SJT:jm

THE DIRECTOR

Re: Requirements for position of Special Agent

The attention of the Conference was invited by Mr. Tracy to the requirement for Bureau employees seeking the position of special agent that they have a degree plus at least 20 hours of law school, that since the Bureau took this action several of the local law schools, such as Southeastern University, have reduced the number of hours that can be completed in one year from 20 to 18; therefore, the minimum requirement which was based on the fact that 20 hours comprised one full year of study is not met and it is necessary that a clerk seeking a position of special agent take a year and a half.

0. C. H. [unclear]
Messrs. E. A. Tamm, Hince, Glavin, Nichols, Hendon and Tracy recommended that that portion of the Bureau's requirements for appointment to the position of special agent applicable to employees already in the Bureau be changed from 20 hours of law to 18 hours or the equivalent of one full year of study at a recognized law school. Messrs. Clegg, Carson, Ladd and Rosen were opposed and recommended that the requirement be changed to a law degree or an accounting degree, the same as is required for persons not employed in the Bureau.

Respectfully,
For the Conference

Clyde Tolson, Chairman

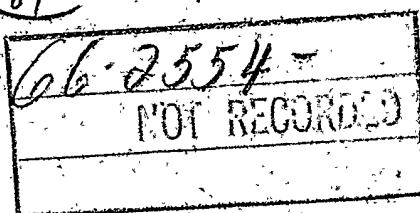
W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

JUN 22 1942

204



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,017
DATE 8/1/90 BY SP5C10MS

ORIGINAL FILED IN 100-1-1000

Day 25, 1942

ERT:jm

Sugg. No. 1

Employee: Agent A. V.
Trichak, San Francisco

THE DIRECTOR

Members Present: Ladd, Nichols, Rosen, Carson, Hince, Quinn
Tamm and Tracy.

1. Employee suggests: That in the interest of economy and conservation of paper the Bureau eliminate copies of letters directed to police departments and other organizations requesting dispositions on criminal records as the original letter is always returned by the organization to which it is directed after the disposition is noted thereon.

2. Employee suggests: Further that this suggestion could be carried a step further by eliminating copies of disposition sheets for field office files where dispositions are obtained from other agencies, and that in lieu thereof a notation could be placed on the letter received from the contributing agency in the field office file indicating a disposition sheet had been submitted, the date thereof and the initials of the stenographer who prepared the disposition sheet.

RECOMMENDATION: Unfavorable - The Executive Conference was unanimously opposed to the suggestions pointing out that unless a copy of the original letter requesting the disposition were in the field office file, it would not be possible to determine from the field office file exactly what dispositions had been requested and the amount of time consumed in making a notation in the file as to the request for a disposition would be more expensive than the paper saving involved; further that it would not be possible from the field office file to ascertain what the disposition was for the preparation of a summary or other report in the event a copy of the disposition sheet itself were not retained in the field office file.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5C10ms

66-2554-
NOT RECORDED
11/11/11 11/11/11

ORIGINAL FILED IN 62-24795-3614-29

LBN:NHT

May 24, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Hince, Clegg, Hendon, Glavin, Ladd, Carson, Tracy and Nichols considered the suggestion that communications be delivered to the Department in special envelopes which can be used over and over again. It was pointed out by Mr. Nichols that Mr. Gilfond had made an observation that he had received one memorandum in an envelope and the envelope could not be used again.

The Conference recommended the adoption of this procedure which would be used in every case except for personal and confidential memoranda to the Attorney General which will be placed in a special envelope.

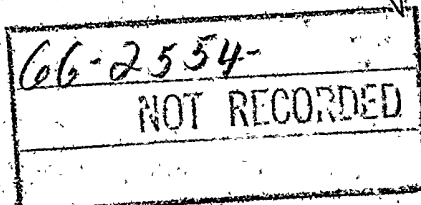
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/7/90 BY SP5C/lpmS

ORIGINAL FILED IN 66-3665-271

17
JUL 10 1942

LAH:EEI

May 23, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Ladd, Tracy, Carson, Glavin and Hince considered the recommendation of Mr. Hince with respect to making Bureau offices accessible to Blackout Wardens during air raid drills and black out drills and any actual events.

The Blackout Wardens patrol the corridors and have the responsibility for detecting any fires which might begin in an office as the result of a falling incendiary bomb through a window. The present regulations require the offices to be locked when the employees leave them for drills.

In order to remedy this Mr. Hince recommended that there be available in the office of each division chief a sufficient number of keys for the particular corridors involved so that immediately upon the announcement of an air raid drill the Blackout Wardens may obtain these keys for the period of the drill only. Definite instructions would be issued that keys are to be obtained by the wardens when the warning sounds and returned by them immediately after the "all clear."

The Conference unanimously agreed that the furnishing of the keys to Blackout Wardens for the period of blackouts only be approved.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/7/90 BY SP5C10MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

779
JUN 19 1942
204

H/HR

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-13407

A
DML:WGR
Sugg. No. 14
Employee: Special Agent
Joseph E. Dean, New York

May 22, 1942

THE DIRECTOR

Employee suggests: That a monthly release be prepared for the use of the agents in the field enumerating the national defense matters which had been worked on by the Bureau and the results in those cases in order that they might know what the Bureau is doing and feel that they are doing something in the war effort.

Action Taken: At a meeting of the Executive Conference on May 21, 1942, the suggestion submitted by Agent Dean was considered. It was pointed out by the conference that interesting case write-ups are written regularly and forwarded to the field, that these are made available for use in speeches and for similar purposes. It was suggested that this matter be called to Agent Dean's attention, and it be suggested to him that he review the file in the field office relative to interesting case write-ups and similar material in order that he might have the information which he desired.

The conference was unanimously in favor of this procedure, and a letter to Agent Dean is attached hereto.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/10MS

Glyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554
NOT RECORDED

17263
JUN 17 1942 264

LAH:EC

May 21, 1942

THE DIRECTOR

RE: ASSIGNMENT OF LIAISON AGENTS
AT POSTAL AND CABLE CENSORSHIP
STATIONS

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 303,013
DATE 2/2/96 BY SP5C/10m3

The Executive Conference, consisting of Messrs. Ladd, Tracy, Clegg, Carson, Nichols, Hendon, Glavin, and Hince, considered the question of assigning Agents as liaison officers with the postal and cable censorship stations at Miami, New York, San Antonio, San Francisco, and Los Angeles. This would require five men, but would represent an addition to present assignments of only part of the time of three men, inasmuch as there are full-time assignments at present at Miami and New York on an experimental basis and part-time assignments at San Antonio, San Francisco, and Los Angeles at the present time.

The Conference was informed that SAC Danner at Miami and Supervisor McSwain at New York definitely recommend that full-time liaison should be had with postal censorship stations. Mr. Danner has informed Mr. Hince that he has found the assignment at Miami extremely productive. It has furnished information to the office which he has been unable to evaluate, and he has received information as to leads at least equal to and in most instances superior to the leads which he has received from other offices and information received from complaints made in the Miami Office.

The Conference was informed that it would be highly desirable for effective liaison to have the men selected receive a training course of two weeks duration at Washington. One week would be used by the Laboratory in familiarizing these Agents with censorship technical methods and with information concerning to be looked for in the cables and mails. One week would be spent in Division Five and in Mr. Hince's office, becoming acquainted with the various classifications of information desired and obtainable as indicated by our present experience.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: The Conference unanimously recommends the assignment of liaison officers on a full-time basis to the five cities listed. If approved, a re-education of Agents will be made, and instructions issued for their attendance at a two-weeks school in Washington.

Respectfully,
For the Conference

Clyde Tolson, Chairman
W. E. Glavin, Secretary

66-2554-
NOT RECORDED

ORIGINAL FILED IN 2743-1

LBN:NHT

May 21, 1942

MR. TOLSON

With reference to the attached letter from Gascoigne wherein in true Telephone Company style he wanders all over the place and does not make a definite statement as to whether the changing of our number from a Republic to an Executive exchange would completely eliminate the busy calls, nevertheless, he does point out that it will assist in this respect. I wish to advise that I took this matter up further with Colonel Bliss of the Telephone Company.

Colonel Bliss advised that at the present time a change to the Executive exchange would definitely prevent us from getting the busy signal. He pointed out that the enormous increase in the services of the war agencies, including the Navy and War Departments, had overtaxed their equipment; that the new Executive exchange had newer equipment and that it was not contemplated that any government war agency would go in on this exchange. He stated he could not guarantee for all time to come that we would not get the busy call; nevertheless, he thought it was the thing to do and recommended the change be made.

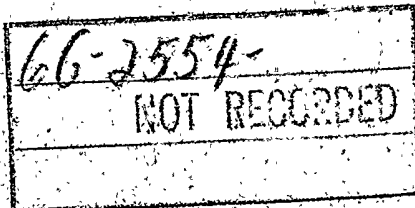
This matter was again brought before the Executive Conference who unanimously recommended that the number be changed. The Director had previously approved this recommendation. A letter is attached to Gascoigne.

Respectfully,

L. B. Nichols

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

43
JUN 19 1942
204



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33013
DATE 8/7/90 BY SP5C1/DMS

ORIGINAL FILED IN 62-27353-577

May 20, 1942

RCM:DW

THE DIRECTOR

It was brought to the attention of the Conference that the following Bureau employees are rooming and boarding at the home of Mr. and Mrs. Herman Friedrich Wilhelm Fleck, 1816 Lamont Street, N. W., Washington, D. C.

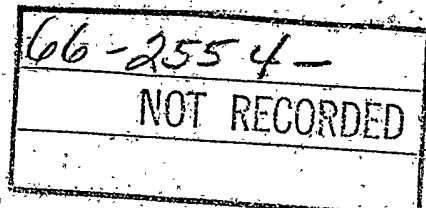
John M. Callahan, New Agents Class #21
Leonard H. Frisoli, Student Fingerprint Classifier
John F. Kehoe, New Agents Class #23
George Hanlon, New Agents Class #22
Thomas Curry, Identification Division
Francis Gallant, Student Fingerprint Classifier
Daniel F. I. Callahan, Files Section
Joseph P. Finnegan, Identification Division
Thomas H. Mullen, Identification Division

Fleck was born in Germany and entered the United States on March 9, 1925, as an employee of the German Government. Prior to entering this country he worked as a butler in Germany for 14 years in the employ of various high officials in the German Government under Kaiser Wilhelm. After his arrival in the United States he was employed as a butler and doorman at the German Embassy in Washington, D. C., until he resigned from such employment on November 26, 1941. His wife was also employed by the German Embassy for many years as a personal maid to the wife of the German Ambassador. Fleck has a son by a previous marriage who is presently in the German Army. His mother resides in Germany and his brother is a German forest ranger. He has claimed that he is not a member of the Nazi Party, was somewhat of an outcast at the German Embassy,

Mr. Tolson never became affiliated with any German organizations in the District of Columbia and resigned his position at the Embassy because of his desire to make his home and raise his family in the United States. Both he and his wife are of course German aliens at the present time. He indicated a willingness to assist the Washington Field Office as an informant and an investigation conducted by that office indicated that he and his wife were an old-fashioned couple, have no anti-American tendencies and considered themselves more American than German.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/LLS



ORIGINAL FILED IN 100-1

Despite this fact, the Conference unanimously agreed that it was an undesirable situation to have Bureau employees residing at their home. It was felt that the Flecks had too long a contact with the German Embassy, not having resigned until just prior to the declaration of war between the United States and Germany, to be thoroughly trusted. It was also pointed out that both Mr. and Mrs. Fleck had constant access to the rooms of our employees and it was undesirable to have Special Agents particularly living at this residence.

The Conference, therefore, recommends that the Special Agents be instructed to move from this residence immediately and that all other Bureau employees be instructed to move as they are able to find other living quarters.

Those in attendance at the Conference were Messrs. Quinn Tamm, Nichols, Carson, Hendon, Ladd, Tracy, Hince and Rosen.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

CC - Mr. Glavin

May 19, 1942

MEM:PA

THE DIRECTOR

6
The Executive Conference considered the enrollment for the FBI National Police Academy Session scheduled to begin July 27, 1942. The attached list of applicants as recommended by the Special Agents in Charge was the basis for the study by the Executive Conference. Messrs. E. A. Tamm, C. Tamm, Rosen, Ladd, Glavin, Tracy, Carson, Hendon, Clegg and Hince were present.

It was unanimously recommended that the following departments be considered favorably and that their applicants be investigated to determine if they are qualified, and if so, that invitations be extended to those departments.

ALBANY - New York State Police
Syracuse, New York Police Department

ATLANTA - Marietta, Georgia Police Department

BALTIMORE - Cumberland, Maryland Police Department
Delaware State Police

CHARLOTTE - High Point, North Carolina Police Department
Monroe, North Carolina Police Department

CINCINNATI - Columbus, Ohio Police Department
Madison County, London, Ohio Sheriff's Office

CLEVELAND - Painesville, Ohio Police Department

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

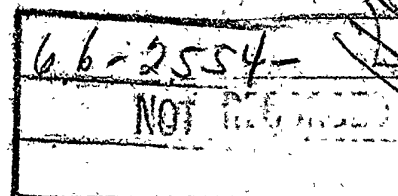
DAVENPORT - Davenport, Iowa Police Department

INDIANAPOLIS - Indianapolis, Indiana Police Department

KANSAS CITY - Kansas City Police Department
Missouri State Highway Patrol

LOS ANGELES - San Luis Obispo, California Police Department

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 9/1/90 BY SP5C110MS



ORIGINAL FILED IN 1-4-49

NEWARK - Jersey City, Police Department
 Camden, New Jersey Police Department
 Red Bank Police Department
 Hoboken, New Jersey Police Department

NEW HAVEN - New Haven Police Department

NEW YORK - East Hampton Police Department
 Greenburgh Police Department

NORFOLK - Hampton, Virginia Police Department

OKLAHOMA CITY - Enid, Oklahoma Police Department

OMAHA - Kearney Police Department

PHILADELPHIA - Springfield Township, Pennsylvania Police Department

PROVIDENCE - Woonsocket Police Department

RICHMOND - Abingdon, Virginia Police Department
 Bristol, Virginia Police Department

ST. LOUIS - Clayton, Missouri Police Department

ST. PAUL - Duluth, Minnesota Police Department

SAN ANTONIO - Constock, Texas

SAN FRANCISCO - Salinas Police Department
 Monterey Sheriff's Office
 Carmel Police Department

SAVANNAH - Savannah Police Department

SEATTLE - Centralia, Washington Police Department

SPRINGFIELD - Cairo Police Department

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

The total number recommended for enrollment is thirty-eight but since some of these will be unable to accept or their applications will be ineligible for one reason or another, the following alternates are recommended in the order listed:

Opelika, Alabama Police Department
 Fort Huron, Michigan Sheriff's Office
 Midland, Texas Police Department
 Beckley, West Virginia Police Department
 TVA Public Safety Service, Knoxville, Tennessee
 Jefferson County, Louisville, Kentucky Patrol
 Gallatin, Tennessee Police Department
 New Jersey State Police
 Ventnor City, New Jersey Police Department
 Atlantic City, New Jersey Police Department
 New Orleans, Louisiana Police Department
 Hidalgo County, Edinburg, Sheriff's Office
 East Peoria, Police Department
 Quincy, Illinois Police Department
 Rock Island, Illinois Police Department
 Chicago, Illinois Park District Police
 Grandview Heights, Ohio Police Department
 Akron, Ohio Police Department
 Cleveland, Ohio Police Department
 Vernon, Texas Sheriff's Office
 Cortez, Colorado Sheriff's Office
 Flint, Michigan Police Department
 Detroit, Michigan Police Department
 Roswell, New Mexico Police Department
 Kanawha County, Charleston, West Virginia Sheriff's Office
 South Bend, Indiana
 Elizabethton, Tennessee Police Department
 Fresno, California, Fresno County Sheriff's Office
 Highland Park, New Jersey Police Department
 Longport, New Jersey Police Department
 Morehouse Parish, Bastrop, Louisiana Sheriff's Office
 Newark, New Jersey Police Department

In the event the above are approved by the Director, field offices will be advised and investigations will be initiated promptly.

Respectfully,
 For the Conference

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Glyde Tolson
 Chairman

W. R. Glavin
 Secretary

Mr. Glavin

AL:AT

May 19, 1942

Sugg. No. 3-a
Employee: SAG A.H.
Johnson, Chicago

THE DIRECTOR

Members Present: Messrs. Glegg, Tracy, Glavin, Rosen,
Quinn Tamm, Carson and Kramer.

1. Employee suggests: That all accounting cases on which there is no danger of the statute of limitations running be deferred for the duration.

RECOMMENDATION: Unfavorable - All accounting cases which are presently being worked on in the field are important cases. Requests for such investigation have either arisen from the Court of Claims Division or other interested divisions of the Department. These cases are closely supervised, and it is not deemed desirable to hold in abeyance a case, particularly in a bank defalcation matter, when such a deferment may result in the loss of witnesses and a definite tendency on the part of the field to fail to develop any information with reference to the violation.

2. Employee suggests: That in the general run of the mill cases, such as 26 and 31 cases, in which the subject has been a fugitive for two years or more, that the case be placed in a deferred status for the duration.

RECOMMENDATION: Unfavorable - The Bureau is charged with the responsibility of actively investigating those cases in which fugitives are sought. A general rule that such cases be placed in a deferred status would result in undesirable practice. In many fugitive cases, if of the general run of the mill case, fugitives are caught by merely following them up periodically. No great effort is expended at the present time in connection with the general run of the mill fugitives. ~~However,~~ if they were placed in a deferred status, no effort would be made to establish the location of the fugitive, which in many cases could be done with very little work. At the present time, many fugitives being caught are being apprehended because of routine check-ups which require little or no effort.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Employee advised by
letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C110MS

ORIGINAL FILED IN 66-367-1629

NRG:lrd

May 18, 1942

Sugg. No. 11

Employee: Kenneth C. West,
Division Six

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/9/90 BY SP5C1/oms

MEMBERS PRESENT: Messrs. E. A. Tamm, Ladd, Rosen, Hendon,
Kramer, Hince, Tracy, Quinn Tamm and Glavin.

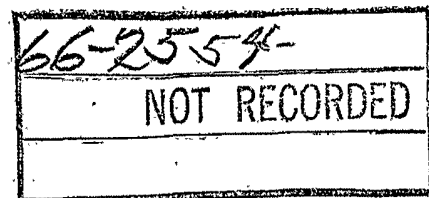
EMPLOYEE SUGGESTS: That consideration be given to the possibility of having manifold forms with carbon paper attached prepared for general use by the field in submitting investigative reports. A sample of such manifold arrangement was submitted by Mr. West and is attached hereto. Mr. West pointed out that since few reports are typed which have less than five copies and since not more than twelve eligible copies can be typed at one time by the average stenographer, it is believed a supply of these forms for making from five to twelve copies and a supply of front page forms should be furnished each field office.

Mr. West further stated that in his previous employment use had been made of these manifold forms with tremendous success and he feels certain that a stenographer putting out twenty-five pages of typing per day could put out at least thirty-five pages with the use of these new forms, that more time is lost by our stenographers and typists in handling carbon paper than in any other way. He feels that manifold sheets can be more easily handled than our present system, that the carbon paper included is used only once and then thrown away, making for neater and more legible work.

RECOMMENDATION: Unfavorable - It has been ascertained that one thousand sheets of this manifold arrangement would cost the Bureau approximately \$42.00. At the present time the same amount of paper used by the Bureau would cost \$13.44 plus the carbon cost. Carbon paper at the present time costs \$4.20 per thousand sheets.

Mr. Tolson _____ The Conference is of the unanimous opinion that further consideration
Mr. E. A. Tamm _____ should not be given to the adoption of the use of the manifold forms at this time.
Mr. Clegg _____ is pointed out that we have a considerable supply of report paper on hand, both
Mr. Glavin _____ in the Supply Room and in every field office, that the necessary carbon paper has
Mr. Ladd _____ been ordered and is on hand for the near future and that with the economy drive on
Mr. Nichols _____ use of paper and carbon it is felt that we might not be successful in securing
Mr. Rosen _____ continued needed supplies and might be subject to criticism for the very limited
Mr. Tracy _____ of carbon paper involved. Of course, with the manifold form, after the carbon
Mr. Carson _____ is used once it could not again be used because new carbon paper is used
Mr. Coffey _____ for the yellow manifold paper that would be ordered.

Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 66-3482-117

HHC:BG

May 18, 1942

THE DIRECTOR

It appears that from time to time communications which are prepared to go out to the field in letter form are printed in the form of a bulletin and that more frequently information which should be prepared in the form of a bulletin is prepared in letter form. One such instance of the latter type is the communication dated May 4, 1942, to the effect that Special Agents should preserve their notes in applicant cases, which went out in letter form and which obviously related to the work of all Special Agents and should have gone out in bulletin form.

In order to correct such matters in the future, the Executive Conference recommended that the Bureau official or supervisor dictating a communication indicate clearly by its form whether it should be a bulletin or letter. In the event Mr. Nichols has a contrary view, before making the change he will communicate with the chief of the division where the communication was prepared, with a view to obtaining concurrence with his own views or with a view to ascertaining if proper thought had been given to the preparation of the communication in question.

Also, it was believed that the memorandum which is attached hereto should be prepared for the supervisory staff in Washington, informing them that their own views as to whether the matter should be in bulletin or letter form should be definitely reflected in the form of the communication, which form would be followed in the printing unless a special reason existed to the contrary.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

JUN 3 1942

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/1/90 BY SP5C110ms

ORIGINAL FILED IN 66-03-

MEMORANDUM FOR ALL EMPLOYEES AT THE SEAR OF GOVERNMENT

Recently the President called upon all agencies to develop a transportation program which would substantially reduce the number of automobiles which are necessary to convey men and women to and from their places of employment. In conformance with this request, made in view of the critical shortage of gasoline, the Bureau believes it highly desirable that all employees driving their automobiles to and from work assist in furthering this program. Information may be obtained in Room 5459 of the Chief Clerk's Office regarding other employees living in your neighborhood who drive their automobiles to and from the Bureau. By obtaining such information it is believed that you may be able to enter into some arrangement whereby the number of automobiles used for transportation to and from your work may be substantially reduced.

Very truly yours,

John Edgar Hoover,
Director

May 18, 1942

Addendum

WRG:lrd

The Executive Conference consisting of Messrs, E. A. Tamm, Ladd, Rosen, Hendon, Dramer, Hince, Tracy, Quinn Tamm and Glavin, approved the above memorandum for all employees at the Sear of Government pertaining to personal automobile use to and from the office.

Respectfully submitted,
FOR THE CONFERENCE

/s/ T.

Clyde Tolson
Chairman

W.R. Glavin
Secretary

1 JUN 3 - '42

66-2554
204
JTH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5CIR/MS

ORIGINAL FILED IN 66-15853-6

LBV:WTD

May 18, 1942

THE DIRECTOR

The Executive Conference considered the suggestion set forth by Mr. Hince in Mr. Clegg's memorandum of May 6th; namely, that arrangements be made with the Telephone Company so that the private telephones of Bureau employees would not be cut off during air raids. The Conference was unanimous in recommending that this be limited to Division Heads and Unit Chiefs.

Mr. Nichols subsequently contacted Colonel Bliss of the Telephone Company who advised that it would be several months before they had their equipment installed, but that if we would furnish him with a list of the names and numbers of Bureau representatives arrangements would be made so phone service would not be discontinued for them.

Secondly, the Conference recommends the suggestion of Mr. Hince that bulletins be sent to the Field instructing Special Agents in Charge to take the necessary action and that Resident Agents likewise take the necessary action so their telephones will not be cut off during air raids.

If approved, a bulletin is attached.

Respectfully,
For the Conference

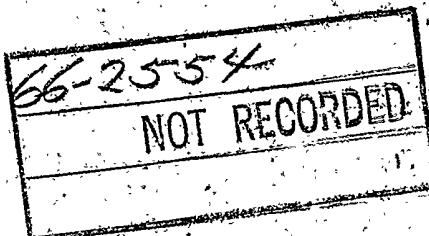
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 9/1/90 BY SP5Ciloms

cc - Mr. Glavin



ORIGINAL FILED IN 62-27353-118

7A
RHC:BG

May 18, 1942

THE DIRECTOR

There is attached hereto a suggested gymnasium schedule for the basement and roof gymnasiums for the summer period beginning June 1, 1942. The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Hendon, Kramer and Clegg, approved this suggested schedule which will provide five hours' daily training in the roof gymnasium.

The Conference also approved the physical training being given to agents attending classes at Quantico beginning at 10:00 A.M. daily instead of at 2:00 P.M. daily, which will make it possible for the physical instructor to return to the gymnasium in Washington in the afternoon.

If this is approved, the schedule as submitted will be inaugurated as of June 1, 1942.

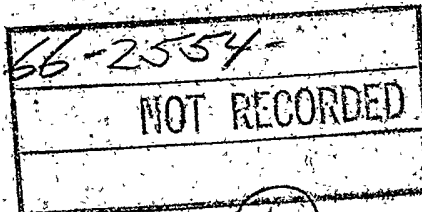
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd cc Mr. Glavin
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

204
JUN 8 1942



INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 3/7/90 BY SP5C110MS

ORIGINAL FILED IN 65-1782

LAH:NET

May 16, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, C. Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince being present, considered the suggestion of Mr. Sears that the routing slip form used by Bureau field offices be amended to include spaces for such inquiries as "status", "grand file", "delinquent".

The Conference recommended that the routing slip not be changed as suggested on the grounds that the adding of additional form statements which may be checked by the SAC tends to complicate the routing slip, and it is desirable to make the forms as simple as possible. It was pointed out to the Conference that if additional form statements are to be added to the routing slip this might go on ad infinitum so that eventually the routing slip would have on it 100 or more form statements and the SAC would have to spend more time locating the particular form statement than would be necessary to write out a complete statement in longhand. For these reasons, the Conference disapproved the suggestion.

If approved, a letter to Sears is attached.

Respectfully,
For the Conference

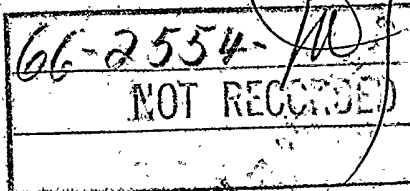
Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110MS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin



66-2554-1018

ORIGINAL FILED IN

AR:JF

May 16, 1942

THE DIRECTOR

The Executive Conference and those in attendance approved the suggestion that yellows and abstracts not be prepared in the following types of mail:

1. Forms changing the office of origin.
2. Advising that the property has been indexed in the National Stolen Property File.
3. Advising that the Identification Division has no criminal record on a certain fugitive.

Those in attendance were Messrs. Clegg, Tracy, Glavin, Rosen, Q. Tamm, Carson, and Kramer.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____

INITIALS ON ORIGINAL = ?

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5CJL/MS

66-2554
NOT RECORDED

May 16, 1942

LAH:EC

THE DIRECTOR

RE: NAME TO BE PLACED ON
MAILING LISTS

Those present at the Executive Conference: Messrs.
E. A. Tamm, Quinn Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson,
and Hince.

Mr. F. G. Rogers, a graduate of the FBI NPA, has requested that his name be placed on the mailing lists. His name was removed in December, 1941, after he had been dismissed from the Texas State Highway Police for failure to obey orders and for conversion to his own use of property belonging to the State of Texas. Actually, Rogers is alleged to have stolen a pistol from the department and to have pawned it. Also, he was charged with using a railway pass when not authorized to do so. He was charged with making careless investigations. Rogers is now employed by the Sheriff's Office, Tampa, Florida.

RECOMMENDATION: The Conference unanimously recommends that Rogers not be placed on the mailing lists as he has requested, but that he be informed that his addition to the mailing lists can not be made for the duration of the emergency. A letter to Rogers has been prepared.

Respectfully,
For the Conference.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

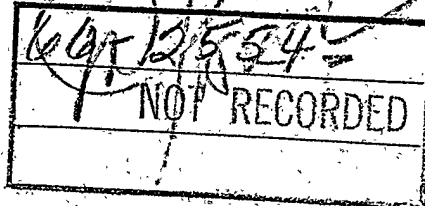
cc - Mr. Glavin

Glyde Tolson,
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/7/90 BY SP5C/10MS

W. R. Glavin,
Secretary

INITIALS ON ORIGINAL = 3
LH



ORIGINAL FILED IN 69-12554-41

May 16, 1942

LAH:EC

THE DIRECTOR

RE: FORM #3 REGISTER

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince, considered the suggestion made by Mr. E. J. Connelley that Form #3 Register cards be filed under the name of each Agent as are daily reports, rather than being filed by dates as at present.

It was pointed out to the Conference that the filing of the cards by dates as at present requires no particular effort, inasmuch as the group of cards for any one date is simply filed as a group. To file them alphabetically by the name of the Agent involved would require that all cards be sorted each day and filed with the group pertaining each Agent.

RECOMMENDATION: The Conference could see no advantage to increasing the amount of work involved, other than the fact that it would make it easier for the Inspector to make a check. The Conference unanimously recommended that the system be maintained as at present.

If approved, a letter to Mr. Connelley has been prepared.

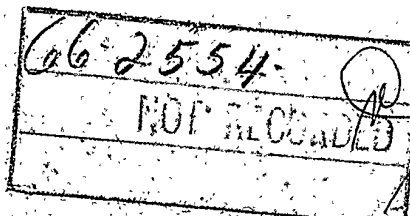
Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. L. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____ cc - Mr. Glavin
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/llms



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U.S. DEPT. OF JUSTICE

ORIGINAL FILED IN 66-2554-1

6K
May 16, 1942

LAH:EC

THE DIRECTOR

RE: QUARTERLY POLICE CONFERENCES

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince, considered the inquiry of SAC Hammack as to whether auxiliary police should be permitted to attend Quarterly Police Conferences.

It was pointed out that in some cities there are several thousand auxiliary police, and that their attendance at a Quarterly Police Conference might divert the conference from its fundamental purposes. It was also pointed out that there is no objection if the SAC addresses groups of auxiliary police on appropriate Bureau topics; such as, sabotage.

Mr. E. A. Tamm, Mr. Tracy, and Mr. Glavin were in favor of permitting auxiliary police to attend Quarterly Police Conferences when designated by their official Chief of Police. Messrs. Ladd, Rosen, Hendon, Carson, Quinn Tamm, and Hince were opposed to permitting auxiliary police to attend Quarterly Police Conferences, but, rather, favored their being addressed at special meetings in specific instances where a request for a Bureau representative is made.

The Atlanta Office will be informed of the Bureau's decision by letter.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____ cc - Mr. Glavin
Miss Gandy _____

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204

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5CJ/MS

ORIGINAL FILED IN 66-2554-141

LAH:EC

May 16, 1942

THE DIRECTOR

RE: CENSORSHIP

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince, considered an inquiry made by the Phoenix Office with respect to the manner in which information should be furnished to the Censorship Station at Tucson, Arizona.

Mr. Duffey states that the censorship station furnishes excellent cooperation, and has furnished information for several investigations of a specific type. The Censor has requested, however, that copies of the reports concerning investigations made on the basis of his information be furnished to him.

RECOMMENDATION: The Conference unanimously recommends that the present policy be followed; that the field offices continue to furnish the results of investigations orally and in substance, but that copies of reports not be furnished. In other words, we would handle this as we do the other governmental agencies.

A letter to SAC Duffey has been prepared, also a bulletin to the field.

Respectfully,
For the Conference

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Coffey _____
Hendon _____
Kramer _____
McGuire _____
Quinn Tamm _____
Nease _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/1/90 BY SP5C110ms

cc - Mr. Glavin

66-2554- 33
NOT RECORDED

52 AUG 4 1942

ORIGINAL FILED IN 62-62736-1151

AR:JF

May 16, 1942

THE DIRECTOR

The Executive Conference approved the attached Bureau bulletin, pointing out that the various Field Divisions are not using to full advantage certain facilities which could be of great value in connection with investigations for the purpose of locating and apprehending dangerous fugitives; and indicated that wire services should be used in certain instances.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

50 AUG 5 1942
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110MS

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NOT RECORDED

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

DML:WGR
Sugg. No. 3-b
Employee: SAC A. H.
Johnson, Chicago

May 15, 1944

MEMORANDUM FOR THE DIRECTOR

Members Present: Glavin, Quinn Tamm, Carson, Hendon,
Clegg, Rosen, Kramer, Tracy and Ladd.

At a meeting of the Executive Conference on May 15, 1944 the comment of SAC A. H. Johnson of the Chicago Office relative to the handling of OEM investigations and the reaction of those persons contacted in connection with these investigations, which reaction indicated the surprise of these persons that the FBI would be investigating such matters during the present emergency, was discussed.

ACTION TAKEN: It was unanimously agreed that a letter should be directed to SAC Johnson advising that the Bureau has discontinued the investigation of OEM cases other than those presently pending in the field plus an additional forty cases each week up to August 1, 1944, following which time no additional OEM cases will be handled. Such a letter to Mr. Johnson is attached hereto.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/95 BY SP5/10m/5

cc-Mr. Glavin

66-2554-
NOT RECORDED

204

DML:WGR

May 15, 1942

Sugg. No. 3-b

Employee: SAC A. H.
Johnson, Chicago

THE DIRECTOR

Members Present: Glavin, Quinn Tamm, Carson, Hendon,
Clegg, Rosen, Kramer, Tracy and Ladd.

At a meeting of the Executive Conference on May 15, 1942
the comment of SAC A. H. Johnson of the Chicago Office relative to the
handling of OEM investigations and the reaction of those persons contacted
in connection with these investigations, which reaction indicated the
surprise of these persons that the FBI would be investigating such matters
during the present emergency, was discussed.

ACTION TAKEN: It was unanimously agreed that a letter should be directed
to SAC Johnson advising that the Bureau has discontinued the investigation
of OEM cases other than those presently pending in the field plus an
additional forty cases each week up to August 1, 1942, following which time
no additional OEM cases will be handled. Such a letter to Mr. Johnson is
attached hereto.

Respectfully,
FOR THE CONFERENCE

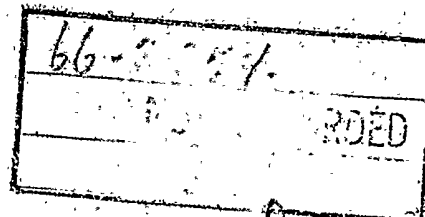
Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment
cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/1/92 BY SP5C110MS



ORIGINAL FILED IN 66-557-1009

May 14, 1942

NHL:PH

MR. CLEGG

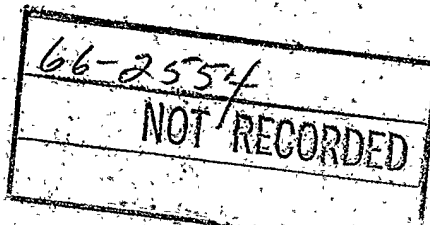
During a discussion of the subject "Surveillances" at the In-Service Retraining School, the question came up about the use of cars with blackout equipment installed on them, and it was agreed by all the agents present that it would be undesirable to use these cars with the blackout equipment since it attracts attention to the Bureau car and makes it conspicuous. Agents assigned to the Washington Field Office in this class reported that they had endeavored to get Bureau permission to remove this equipment while the cars were being used on surveillances and the Bureau had declined to authorize this procedure.

From a discussion of the In-Service Retraining agents, it is apparent that this blackout equipment attracts considerable attention and makes it highly undesirable to use the cars so equipped in surveillances, and it is recommended that field offices be permitted to take this equipment off the cars while they are being used for surveillance purposes. If this cannot be done the writer would appreciate being advised in order that he might be able to explain to the future classes of in-service agents the reason why this equipment cannot be removed from the car during surveillances.

Respectfully,

H. H. McCabe

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5C/LDM/S

ORIGINAL FILED 66-1980-7-1533

LBN:JND

May 14, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, C. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Ladd, Tracy, and Nichols, considered Mr. Gray's suggestion to the effect that routine teletype messages from the Field advising of the status of investigation might be destroyed after they have been noted by the supervisor.

The Conference was unanimous against the adoption of this suggestion as a uniform practice in the Bureau. However, it did recommend approval of the suggestion insofar as it pertains to the investigation of OEF applicants handled in the Security Division.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

NOT RECORDED

66-25:4

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/ILMS

ORIGINAL FILE IN

John

LBN:HFD

May 14, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, C. Tamm, Carson, Glavin, Hendon, Rosen, Eganer, Ladd, Tracy, and Nichols considered the matter of the distribution of Identification Orders with particular reference to sending Identification Orders to our territorial offices.

The Conference was unanimous in recommending that Identification Orders no longer be sent to Juneau, Alaska; Honolulu, Hawaii; or Puerto Rico, unless some special reason exists, which could be handled in each instance. If this view is approved, a memorandum is attached instructing the adoption of this procedure.

Respectfully,
For the Director

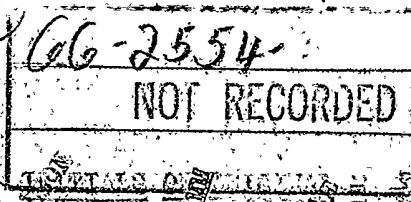
Clyde Tolson, Chairman

E. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323613
DATE 8/7/90 BY SP5C110MS



ORIGINAL FILED IN 66-2554-

AR:JE

May 16, 1942

THE DIRECTOR

The Executive Conference approved the attached proposed bulletin with reference to the interstate transportation of prison-made goods which contains the provisions of the new statutes relative to this Act, making it a violation to transport by any means whatsoever, prison-made goods with three exceptions:

1. It does not apply where the goods are used by the Federal Government if made in a Federal institution.
2. It does not apply if goods made in State institutions are used by any other State.
3. It does not apply to transportation of agricultural products or agricultural machinery.

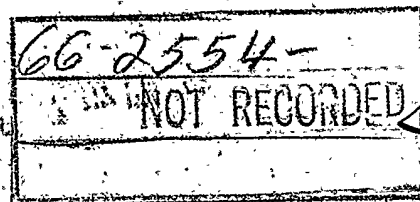
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C10ms



ORIGINAL FILED IN 66-2554-37

LAH:EG

May 16, 1942

THE DIRECTOR

RE: CENSORSHIP MATTERS

Those present at the Executive Conference: Messrs. E. A. Tamm, Quinn Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince.

The Cable Censorship has followed the practice of referring to Washington all cables addressed to or by any persons on FBI watch lists so that consideration might be given to the desirability of passing or condemning these communications.

Mr. Price has informed the Bureau that in the interest of economy, it is felt desirable to reduce the expenses of Censorship by curtailing the use of the teletype system which is utilized for rapid communication of cable messages to Washington and returned to the censorship station. Ninety per cent of the messages are sent from New York, and the teletype use by Censorship is between New York and Washington.

Mr. Price suggests that to reduce the traffic it would be desirable to suppress traffic of all names contained in a list which he enclosed, which list was taken from our watch list.

RECOMMENDATION: The Conference unanimously approved the recommendation of Mr. Hince that Censorship be informed that the Bureau can not approve the curtailment on a wholesale basis of traffic addressed to or by persons on our watch lists. The Conference recommends that the present policy be retained; i.e., all messages to and from persons on our watch lists should be referred to us for consideration prior to dispatch or delivery. It was felt that any other handling would be unjustified, and that the Bureau would be subject to criticism for approving any wholesale condemnation of traffic without consideration of individual messages which might be involved in important espionage or any other war activities.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

If approved, a letter to Mr. Byron Price has been prepared.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/1/90 BY SP5C/10MS

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc - Mr. Glavin

12-62755-948
ORIGINAL FILED IN

LEWIS

May 11, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, C. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Ladd, Tracy, and Nichols considered the suggestion that hereafter all teletype messages should be single-spaced and that short messages should be placed on a half-size sheet of paper. The Conference was unanimous in recommending approval of this suggestion.

If approved, a letter is attached to all Special Agents in Charge and Division Heads.

Respectfully,
For the Conference

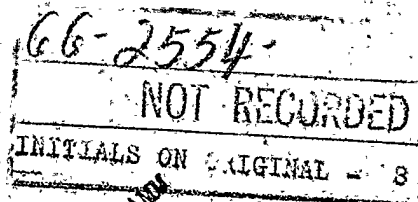
Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/21/90 BY SP5C/10ms



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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
May 13, 1944

MEMORANDUM FOR MR. NICHOLS

Re: Mailing Uniform Crime Reports
and Law Enforcement Bulletins
without envelopes

In accordance with your instructions, contact was made with Charles M. Davidson, Assistant Chief of the Classification Division at the Post Office Department with reference to the possibility of mailing Uniform Crime Reports and Law Enforcement Bulletins by merely placing a frank and the name of the addressee on the back of these publications. Mr. Davidson advised that under the new postal regulations, it is necessary whenever such publications are not enclosed in envelopes to place two staples on the open side, fastening the sides securely together. As an alternative to the use of staples, two small paper tabs may be pasted over the corners of the open side. The use of these tabs, however, requires elaborate mechanical equipment and the cost is found to be prohibitive. The cheapest of these machines, called the "Speedy Sealer" is \$1,588.00 and seals at the rate of 9,000 per hour. The performance of this machine, however, as demonstrated in the Government Printing Office was not at all satisfactory and it is believed that the Bureau's requirements would necessitate the use of a much larger machine running around \$5,000.00.

Respectfully,

S/W. Cleon Skousen

W. Cleon Skousen

Addendum: 5/21/44

The Executive Conference considered the foregoing and recommends against its adoption inasmuch as it is deemed impractical to spend so much for the purchase of a stapling machine.

L. B. Nichols
J. E. D. H.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 322013
DATE 2/1/90 BY SP5C/10MS

AR:AI

May 12, 1942

THE DIRECTOR

The Executive Conference recommended that the classification involving illegal wearing of the uniform be assigned to the Investigative Division, in view of the fact that most of these violations are in connection with the Impersonation Statute, and because of this dual character, should be assigned to the Investigative Division.

Those in attendance were Messrs. E. A. Tamm, Q. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Nichols, Ladd and Tracy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP3/10ms

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AF:AI

May 12, 1942

THE DIRECTOR

The Executive Conference unanimously approved the bulletin with reference to White Slave Traffic Act violations near Military and Naval Establishments.

The bulletin, which is attached, points out that the Bureau is still responsible for violations of the Act and must develop by affirmative action those violations occurring within the Bureau's jurisdiction.

Those in attendance were Messrs. E. A. Tamm, Q. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Nichols, Ladd and Tracy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
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Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Coffey _____
Hendon _____
Holloman _____
McGuire _____
Quinn Tamm _____
Nease _____
Gandy _____

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/7/90 BY SP5C110MS

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ORIGINAL FILED IN 66-2554-117

AR:AI

May 12, 1942

THE DIRECTOR

The Executive Conference considered the proposal to issue identification orders on individuals concerning whom no fingerprint records are available. There is attached hereto a copy of the proper form which is to be used in connection with the distribution of these individuals. These notices will be issued and cancelled in exactly the same manner as identification orders. They will bear identification order numbers.

There are many fugitives who have been sought by the Bureau for a long time whose fingerprints are not available. No means of communicating this information to local authorities and the public is available. We have at least 28 of the 34 outstanding interoffice identification bulletin fugitives in this category at the present time. This group contains murderers and important criminals. They could probably be located if the practice of distributing identification orders is followed.

The Conference unanimously recommended that the Bureau issue identification orders on individuals of the like mentioned herein.

Those present were Messrs. E. A. Tamm, C. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Nichols, Ladd and Tracy.

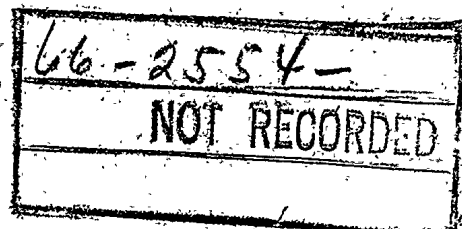
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C110MS



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May 12, 1942

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THE DIRECTOR

Re: Language Classes - Laboratory

The Executive Conference considered a suggestion from the Laboratory that a 30 minute daily class period be arranged for those employees in the three language groups, i.e., German, French and Spanish, in order to increase the proficiency of the employees assigned to the Cryptographic Section. It was pointed out to the Conference that some of the cryptographers are expert translators, while others have a much lesser knowledge of the desired languages. It was pointed out to the Conference by Mr. Tracy that a wide knowledge of foreign languages is of tremendous benefit to any cryptographic section in order that the employee might be able to recognize the results obtained in many instances.

Messrs. Ladd, Glavin, Hendon and Tracy were in favor of the installation of language refresher classes in the Cryptographic Section of the Laboratory. Messrs. Nichols and Kramer were opposed.

If the Director approves the majority opinion, the attached memorandum should be signed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Holloman _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Attachment

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110MS

66-2554-
NOT RECORDED

ORIGINAL FILED IN

10K:TD

May 9, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Hendon, Ladd, Glavin and Kramer, considered the attached bulletin instructing that all field offices completely review the applications for certificates of identification received from the Immigration and Naturalization Service to determine whether duplicate copies were in our field office files. The suggested bulletin is predicated upon the fact that according to our records the Bureau offices have more of these forms on file than has the Alien Registration Division of the Immigration and Naturalization Service. Mr. Ferryman of the latter Service has requested that the Bureau make this check so that duplicate copies may be located and forwarded to the Alien Registration Division in Philadelphia.

Messrs. Hendon, Ladd and Glavin were in favor of issuing these instructions.

Mr. Kramer was opposed to issuing such instructions and is of the belief that to do so would impose an additional burden on the field offices to rectify the mistake originally made by the Immigration and Naturalization Service in forwarding these forms to us. There are presently on file 950,824 of these certificates in various offices and it would be necessary to review all of these to determine where duplicate copies were on file. Mr. Kramer does not feel that we should utilize the time of our personnel to clarify the confusion which apparently exists in the Immigration and Naturalization Service records.

Respectfully,
For the Conference,

Glyde Tolson,
Chairman

E. E. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5C110mS

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Ladd _____
Glavin _____
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Tracy _____
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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

Re:ird

May 6, 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/17/90 BY SP5C110MS

MEMORANDUM FOR THE DIRECTOR

RE: SECURING OF PER DIEM WHILE IN WASHINGTON

The executive conference consisting of Messrs. Tolson, A. A. Tamm, Clegg, Ladd, Carson, Kramer, Hendon, Nichols, Quinn Tamm, Tracy and Glavin convened on May 5, 1942.

The Director will recall that for a number of years the Bureau has pursued the policy of refusing to allow Special Agents who are in Washington for retraining or other special assignments who reside with relatives, friends or their families to claim per diem expenses while they are in the city.

In the recent past it has been brought to the Bureau's attention on a number of occasions that Agents coming into the city find that they cannot secure appropriate lodgings and as a last resort in a number of instances such Agents have gone to the homes of friends, relatives or acquaintances and have shared apartments with those persons for a nominal sum. For instance, an Agent recently in retraining school stayed with an acquaintance of his in an apartment paying this acquaintance an amount of \$15.00 during his stay here due to the fact that he could not secure accommodations elsewhere in the city. It has been brought to the attention of the Conference that on In-Service school expenses, it is sometimes far into the night of their first day of attendance here that these Agents are successful in securing accommodations and then on many occasions the accommodations are such that the per diem secured is entirely inadequate.

The Conference further points out that with the hours of training from 9:00 A.M. to 9:00 P.M. it is essential that all Agents in for retraining must purchase luncheon and dinner at restaurants downtown in view of the fact that they must be available for school after dinner. It is not possible, therefore, for these Agents to have meals at home or with relatives in the event they are staying with such persons.

The Conference also points out that on many occasions Agents in here for In-Service training have continued expense in their offices of assignment inasmuch as their families are there and in not permitting such Agents to secure per diem while in Washington we are at the present time working a considerable hardship on them.

The Conference, therefore, feels and recommends that effective immediately all Agents attending In-Service school at Washington, D. C. with the exception of those agents assigned to Washington be permitted to claim per diem charges whether they stay at the home of relatives, friends or acquaintances or whether they secure hotel quarters. The Conference recommends that this policy be set up effective May 1, 1942.

ORIGINAL FILED IN 7-1-2

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66-2554-
NOT RECORDED

MEMORANDUM FOR THE DIRECTOR

For the information of the Director the Bureau's rule not allowing charging of per diem by agents while attending In-Service or special training classes in Washington is a Bureau regulation and the granting of per diem would not be in conflict with any regular Government regulation concerning the securing of per diem charges.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

WPG:lrd

May 6, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Carson, Kramer, Hendon, Nichols, Quinn Tamm, Tracy and Glavin considered the possible use which the Bureau might have for an Historical Record compiled by the Work Projects Administration showing the manner in which birth records have been maintained in the various counties throughout the United States.

It was pointed out to the Conference that Mrs. Florence Kerr, Assistant Commissioner of the Work Projects Administration of the Federal Works Agency, was of the opinion that these volumes might assist the Bureau in its investigative procedure in furnishing information which would make known to us where birth records could be secured in the various counties throughout the country. It was pointed out further to the Conference that this information is contained in some 90 volumes and the coverage of holdings of Public Vital Statistics is practically complete and it is estimated that the coverage of available Vital Statistics from Church Sources is probably better than 80 per cent. The Conference was further advised that the Work Projects Administration would make available to us these publications just as soon as they are available if we felt they would be of advantage to us, that the information reflected, as by states, shows the counties, how long the birth records have maintained and where those records can be secured.

The Conference does not feel that this information would be of particular assistance to the Bureau at the present time and does not recommend that these volumes be secured.

Subject to the Director's approval there is attached here a communication addressed to Mrs. Kerr concerning this matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/7/90 BY SP5C/1/2ms

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Respectfully submitted,

FOR THE CONFERENCE
66-2554-
NOT RECORDED
Clyde Tolson, Chairman

F. R. Glavin, Secretary

ORIGINAL FILED IN 62-33397-116

AR:JF

May 1, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/94 BY SP5C110MS

The Executive Conference considered and approved the following suggestions:

1. That no memoranda be written of each tour conducted through the Bureau unless a special reason exists such as the occurrence of an unusual incident.
2. That the practice of submitting a monthly report on the number of qualified tour leaders be discontinued.
3. That arrangements be made in the Reading Room for a designated person to handle numerous inquiries which stenographers constantly have.
 - (a) This will eliminate the many returns of letters from the Reading Room to the stenographers.
 - (b) It will decrease the number of pieces of mail transmitted by messengers between the stenographic pools and the reading room.
 - (c) Mail will therefore be prepared in final form more quickly.
 - (d) It will produce greater efficiency in handling mail.
 - (e) It will eliminate considerable lost motion and increase production.
4. It is recommended there be prepared a memorandum to be furnished to all In-Service Agents and Agents in the Field containing those factors which are taken into consideration in determining if an Agent has administrative and executive ability and such other qualifications considered in determining the rating of a Special Agent.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Nease _____
Gandy _____

The need for such an outline is recognized. Special Agents in Charge are also to be furnished with the memorandum. Members of the Executive Conference and also members of the Inspection Staff will submit their views to the Committee, consisting of Messrs. Clegg, Tracy, and Rosen and there will be compiled a memorandum containing a composite recommendation which will be furnished to the Field. The subject matter which will be obtained will be used as a basis for a lecture to be given to all In-Service schools, pointing out the

NOT RECORDED

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qualifications which may be taken into consideration in determining the administrative and executive ability of an Agent. Such items as personal salesmanship, appearance, vigor, alertness, initiative, sincerity, and loyalty will be stressed.

Those in attendance were Messrs. Tolson, Tamm, Rosen, Clegg, Ladd, Kramer, Glavin, Tracy, Hendon, Carson, and Quinn Tamm.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

TDB:HAC

April 30, 1942

MR. TRACY

Re: Request for Laboratory examination
from the Atlantic City, New Jersey
Police Department

The above department over the signature of Arthur Higby, Special Deputy Chief of Police, has submitted a pair of trousers for examination in the Laboratory in a hit and run case. It is noted that the above department is on the restricted list. There is set forth below extracts from File #62-33431 dealing with the subject of lack of cooperation in the Police Department. In the memorandum dated October 25, 1939, "Cooperation is limited and no cooperation is expected in connection with vice matters." In the memorandum dated May 17, 1941 concerning this department, "The corruption of this department has been common knowledge for many years. Atlantic City has long been noted as a hangout for the criminal elements, and a place where open gambling flourishes under the protection of law enforcement officers. Several months ago, however, James C. McManamin, Chief of Police of Atlantic City was discharged along with one of his lieutenants who acted as secretary to McManamin by Mayor Taggart, who took personal command of the Police Department and appointed Earl W. Butcher, member of the Detective Bureau, Deputy Chief. It is reported that Mayor Taggart has done a constructive job in running out side hoodlums from Atlantic City, but he allows the local gamblers to operate. Because of the above, it is believed that matters of confidence should not be discussed with the officials of this department at the present time."

Advice is requested as to whether the Laboratory should make the requested examination.

Respectfully,

E. P. Coffey

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C10MS

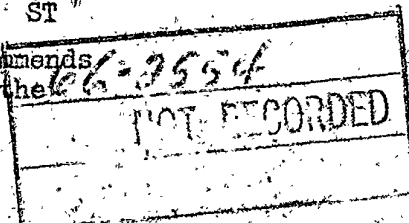
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____

Mr. Nichols 5-2-42. It is recommended that the examination be made,
Mr. Rosen particularly in view of the fact we have a representative
Mr. Tracy from Atlantic City in the present NPA class, Mr. Butcher.

Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____

5-2-42. Approved by the Executive Conference which recommends
the laboratory review its list and bring up to date at the
earliest possible time. ST

ST



1 JUN 3 - '42

ORIGINAL FILED IN 62-33431-117

JPC:cgb

April 28, 1942

MR. MUMFORD

Re: General Correspondence

Expenditure Correspondence

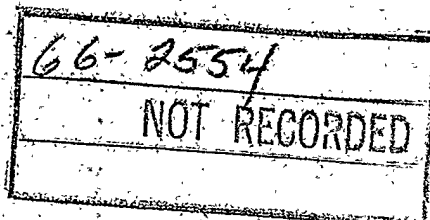
In compliance with recent Bureau directions, routine letters are presently being acknowledged by means of a form letter bearing a facsimile signature of the Director. In such instances there are no yellow copies nor abstracts made for the purpose of permanent maintenance in the files. As a consequence of this fact, it is absolutely necessary that a notation be made on the original incoming letter by the stenographer or typist as to the exact disposition that is made of that piece of correspondence.

Because this rule has not been strictly complied with, there have been rare instances where a letter was routed to two divisions, was acknowledged by one, and subsequently acknowledged by the other. As such a procedure is not desirable, it is suggested that the stenographers and typists be advised that in the future they should note with red pencil the exact disposition that is being made of each communication before the outgoing letter is sent to the Supervisor for initialing.

Respectfully,

J. P. Coyne

Mr. Tolson _____
Mrs. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/10ms

HHC:JEW

April 27, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Tracy, Clegg, Nichols, Ladd, Hendon, Carson, Rosen, Hince and Quinn Tamm, reviewed the attached list submitted by Mr. Meyers of the gymnasium of foods which are considered fattening and otherwise which Mr. Meyers suggested be printed on a small card, 2 1/2 x 3 3/4 inches in size, for distribution to Bureau Agents as a guide in selecting foods.

The Conference suggested first that the list be submitted to the physicians at the Naval Hospital, and the list as attached hereto has been approved as a very good list by the physicians of the Naval Hospital.

If this is approved, the cards will be prepared and distributed to the Special Agents.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

cc - Mr. Glavin

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C110MS

U.S. DEPT. OF JUSTICE
RECEIVED - ROOM 5640
MAY 14 8 40 AM '42

66-2554
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5 JUN 19 1942

LAH:PJ

April 21, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Q. Tamm, E. A. Tamm, Rosen, Nichols, Carson, Hendon, Clegg, Kramer, Ladd and Hince, considered the suggestion that there be added to the Visiting Faculty of the FBI National Police Academy, Mr. Henry W. Johnson, Superintendent of Traffic, Kansas City, Missouri, Police Department. The Visiting Faculty needs to be strengthened by the addition of at least one outstanding traffic enforcement expert. The Conference was informed that Mr. Johnson is considered by police officers and traffic engineers to be an outstanding man. Mr. Brantley states that over a period of years he has come to the conclusion that Johnson is one of the best traffic men in the U.S. He presents a splendid appearance, has an engaging personality, is well liked and highly respected. Mr. Brantley states that in every sense he meets the qualifications desired in an instructor of the National Police Academy.

The Conference unanimously approved the inclusion of Mr. Johnson on the National Police Academy Visiting Faculty. The Bureau files have been checked and no derogatory information found. If approved, Mr. Johnson will be invited to appear before the Academy, on Traffic Enforcement for a period of three hours on the following subjects: 1. Basic Enforcement of Traffic Methods - 1 hour. 2. Accident Investigation Squads - 2 hours.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Glavin
McGabe

109
JUN 5 1942
204

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C110m3

ORIGINAL FILED IN 100-1-2

RECEIVED

April 15, 1942

Special Agent in Charge
Memphis, Tennessee

Dear Sir:

Reference is made to your communication of April 7, 1942, with which you requested a sheet covering the Edison Electric Vice Riter. It is noted that having all of the facilities of a regular dictating machine this machine may be used to record the conversation of several persons by microphone and also to record telephone conversations.

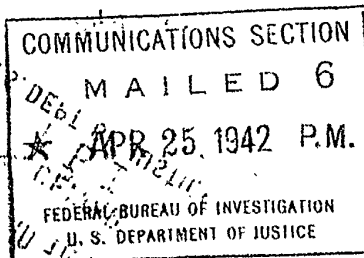
It is noted that this instrument sells for approximately \$95.00, or approximately \$65.00 more than the ordinary dictating machine.

The Bureau has carefully considered your request that your office be furnished with a machine of this type and this is to advise you that approval cannot at this time be given for its purchase.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Hoffman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



LBN:RWD

March 21, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,513
DATE 8/7/96 BY SP5C/LMS

The Executive Conference consisting of Messrs. Tolson, Ladd, Hince, Rosen, Clegg, Hendon, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin, and Nichols considered a suggestion by Mr. Nichols to the effect that the Insert to the FBI Law Enforcement Bulletin which consists of approximately thirty pages setting forth the fingerprint and identifying data of fugitives together with data on apprehensions not be sent to the field offices of the Bureau with the exception of two copies for record purposes. This suggestion was made with the thought in mind that it would result in a material saving of paper.

When this suggestion was made the Conference went further, however, and examined the distribution of the FBI Law Enforcement Bulletin and the quarterly bulletin, Uniform Crime Reports. The majority view of the Conference was in favor of a drastic cut in the distribution of the FBI Law Enforcement Bulletin and the Uniform Crime Reports.

In the course of the discussion the Conference inquired as to the extent of distribution of both the FBI Law Enforcement Bulletin and the Uniform Crime Reports bulletin. It was pointed out that there were approximately 15,000 on the Bureau's general mailing list, that approximately 21,000 copies of the FBI Law Enforcement Bulletin were sent out and that approximately 22,000 copies of the Uniform Crime Reports bulletin were sent out.

The following recommendations were made with reference to the FBI Law Enforcement Bulletin:

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

1. Copies of the Bulletin are sent to the field for distribution to all Agents, and in addition 93 employees of the Bureau have been placed on the mailing list to receive the FBI Law Enforcement Bulletin at their specific request after the Bureau had announced, in a move to create interest on the part of the fingerprint men and others in the general activities of the Bureau, that we would be glad to send the Bulletin to them on request. The Conference with the exception of Mr. Nichols, voted to take all employees of the Bureau and their relatives off the mailing list to receive the FBI Law Enforcement Bulletin.

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NOT RECORDED

ORIGINAL FILED IN 62-21531-711

2. Seventy-three copies of the FBI Law Enforcement Bulletin are sent monthly to members of the press. Messrs. E. A. Tamm, Clegg, Tolson, Hendon, and Nichols voted to discontinue sending the Bulletin to this group, while Messrs. Ladd, Hince, Rosen, Carson, Glavin, Tracy, and Q. Tamm, voted for its continuance.

3. There are 437 individuals on the mailing list other than persons connected with law enforcement, the press, and Bureau employees. This includes governors, attorneys general of the various states, libraries, college professors, and Federal judges. Messrs. Tolson, E. A. Tamm, Ladd, Hince, Rosen, Hendon, Carson, Q. Tamm, Tracy, and Glavin voted to remove these, while Messrs. Clegg and Nichols voted to return them on the mailing list.

4. There are some 3,000 individual law enforcement officers who are not chiefs of police or county sheriffs who are on the mailing list. The Conference did agree to keep these on; however, Messrs. Tolson, Hince, Carson, E. A. Tamm, Q. Tamm, Tracy, and Glavin voted that prosecuting attorneys should be taken off, while Messrs. Ladd, Clegg, Hendon, Rosen, and Nichols held that prosecuting attorneys should be kept on.

The following recommendations were made with reference to the Uniform Crime Reports bulletin:

Mr. Nichols pointed out to begin with that the quarterly cost for Uniform Crime Reports had been cut from \$2243 to \$1506 by reducing the size of the bulletin. All members of the Conference except Messrs. Nichols and Hendon recommend that the Uniform Crime Reports bulletin not be sent to Bureau employees or relatives. With reference to libraries, college professors, et cetera, Messrs. E. A. Tamm, Rosen, Carson, Q. Tamm, Glavin, Tracy, and Tolson recommend that these be taken off the mailing list, while Messrs. Ladd, Hince, Clegg, Hendon, and Nichols recommend they remain on.

Law enforcement officers. The Conference did agree that the Uniform Crime Reports should be sent to them.

Governors and attorneys general. Messrs. Clegg, Ladd, Hendon, Carson, and Nichols, recommended that these be kept in the mailing list, while Messrs. Tolson, E. A. Tamm, Hince, Rosen, Q. Tamm, Tracy, and Glavin voted to take them off.

Citizens. The Conference with the exception of Messrs. Nichols and Hendon recommended that these be taken off.

THE INVESTIGATOR. The Conference recommended that this be continued.

Inasmuch as Mr. Nichols thought the action of the Conference was hasty he again brought up the matter on March 20, and as a counterproposal for taking all the names of the above-mentioned individuals off the mailing list recommended that the FBI Law Enforcement Bulletin be put out six times a year instead of twelve times and the Uniform Crime Reports bulletin be put out twice a year instead of four times.

Messrs. Tolson, Ladd, Hince, Carson, E. A. Tamm, Q. Tamm, Tracy, and Glavin, took the position that in addition to taking the above-mentioned individuals off the mailing lists the FBI Law Enforcement Bulletin should be issued six times a year and the Uniform Crime Reports bulletin should be issued only twice in a year. To this view only Messrs. Hendon, Rosen, and Nichols dissented.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. H. Glavin, Secretary

CC - Mr. Glavin

WRG:lrd

March 8, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Hendon, Rosen, Carson, Quinn Tamm, Tracy and Glavin considered a memorandum submitted by Mr. Halter of the Chief Clerk's Office re 30'06 rifles and ammunition.

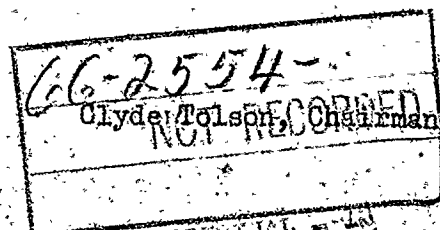
It was pointed out to the Conference that we have at the present time some 500,000 rounds of 30'06 ammunition which was purchased at a cost of approximately \$27,000 and the major portion of this ammunition is stored at our Barracks at Quantico. We have been advised that the Marine Corps at Quantico is in need of such ammunition.

For the Director's information we have discontinued the use of the 30'06 rifles and we are turning them over to the Department at the rate of approximately fifty a month. We, therefore, will not have need for the 30'06 caliber ammunition. It is not believed that this ammunition should be given to the Marine Corps; however, it is believed that it may be possible to make some arrangements to transfer this ammunition to the Marine Corps at a reduced price which fund might be put into a working fund for us at Quantico.

Should the Director approve, the appropriate contacts will be made at Quantico to see if such an arrangement can be effected.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/1/90 BY SP5CJ/DM5



WILLIAM R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

55 AUG

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ORIGINAL FILED IN 66-3760-7

KHC:BG

February 24, 1942

THE DIRECTOR

Special Agent in Charge. Epey and Special Agent in Charge Hicks have recommended the construction at a cost of \$150.00 of a concrete miniature magazine for the purpose of storing explosives used in crime sabotage scenes and other practical work given at Quantico. The miniature magazine would be placed in a safe position on the side of a hill to the rear and to the north of the Bureau's range facilities. It had originally been approved that a much larger magazine be built out of funds which had been appropriated for improvements at Quantico but there were inadequate funds and Mr. Glavin has advised that this amount could be used from our maintenance fund.

The Executive Conference, those present being Messrs. Glavin, Eosen, Quinn Tamm, Tracy, Hendon, Carson, Holloman, Nichols, Hince, Ladd and Clegg, unanimously recommended the construction of such a protective magazine.

There are attached hereto drawings which depict the location of the magazine with respect to the range and the size and shape which are suggested.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/1/90 BY SP5C110ms

cc-Mr. Glavin

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5 JUN 16 1942

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March 6, 1942

THE DIRECTOR

It was pointed out at a meeting of the Executive Conference on March 6, 1942, which was attended by Messrs. Tolson, Glavin, Clegg, Tracy, Quinn Tamm, Nichols, Carson, Hendon, Rosen and Ladd, that a large number of German Jews who registered as enemy aliens are writing letters to the Alien Registration Division of the Department, with a copy to the Bureau in Washington, advising that the registration certificate erroneously shows them to be citizens of Germany, that inasmuch as the Jews lost their citizenship by a decree of the Nazi Government of November 25, 1941 they are of the opinion their registration certificates should show after citizenship "None - last a citizen of Germany".

The conference was advised that inasmuch as these are merely copies of letters, acknowledgments are not necessary, that it would create quite a file problem to keep these in the Bureau's files. It was accordingly suggested to the conference that these letters be forwarded by printed routing slips to the field office wherein the alien resides in order that they may be filed by the field office in the file jacket with the registration certificate for that alien, and that no copies be retained in the Bureau's files.

The Executive Conference was unanimously in favor of this recommendation. In the event you approve of the action of the conference, appropriate steps will be taken to transmit these letters to the appropriate field divisions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/96 BY SP5C11BMS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JUN 12 1942
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FEDERAL BUREAU OF INVESTIGATION
JUN 3 1942
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 62-22932-2404

BTT:jainlp

February 20, 1942

THE DIRECTOR

RE: TECHNICAL LABORATORY

In order to devote all work of the Technical Laboratory to matters directly pertaining to National Defense, the Executive Conference unanimously recommends as follows:

1. That all police type work presently being performed in various sections of the Technical Laboratory be discontinued at once in view of the present national emergency. That the next Law Enforcement Bulletin contain an article advising all law enforcement agencies to this effect and the reasons therefor. The type of work presently being handled for law enforcement agencies concerns such matters as firearms identifications, questioned documents, typing comparisons, restoration of obliterated writing, microscopic, spectrographic and biochemical examinations and the chemical development of latent fingerprints.

2. It is recommended that all research projects in the Laboratory be discontinued for the duration of the emergency except those necessary in connection with national defense, such as Mr. Coffey's recent special assignment, the result of which requires some research work in the field of explosives, et cetera.

3. That all outside addresses be discontinued except when specifically directed by the Bureau.

4. That all SACs be advised that they must personally approve each and every request for a Laboratory examination prior to its submission to the Bureau with the view to eliminating all work not absolutely necessary, the SAC to be personally responsible that the examination requested is necessary in the interests of national defense; that Mr. Rosen of the Investigative Division personally approve all requests for Laboratory examinations from that Division, such requests to cover only the most important type of violations, such as kidnapping.

5. The Conference with the exception of Messrs. Tolson, Nichols, Hendon and Glavin recommended the discontinuance of the quarterly report on interesting identifications. Those in favor of abolishing the report recommended that interesting identifications be written as a specific occasion arises or on specific request of research or budget divisions, it being felt that there would be a saving of time in complying only with specific requests.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/1/90 BY SP5/CLM/S

ORIGINAL FILED IN 80-11-57383

6. That a weekly recapitulation report compiled for the use of Mr. Coffey be discontinued. It was understood that Mr. Coffey can do without this report.

7. That the development and study and criticism of practice photographs for the field be discontinued at the Seat of Government. That this work be done in the field.

8. That there be abolished the cover letter used to transmit Laboratory reports, the report itself being altered for this purpose. That a one-half page form letter with printed signature be utilized to transmit routine information to field offices.

There is attached hereto a recapitulation showing the personnel force affected if the foregoing recommendations are approved.

There were present at the Executive Conference Messrs. Tolson, Tamm, Ladd, Glavin, Rosen, Nichols, Holloman, Hendon, Quinn Tamm, Hince and Tracy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

February 20, 1942

TECHNICAL LABORATORY

Spectrographer:

Two men presently assigned. Both are presently handling radio work. One man can be permanently assigned to the radio section where his services are badly needed.

Microscopy:

Five employees. Two of these employees can be dispensed with by transferring one to the cryptographic section and one to the radio and sound section where their services are badly needed.

Toxicology - Serology:

Three employees. One of these employees can be transferred to cryptography.

Secret Inks:

Two employees. There can be no change in the number of employees engaged in this work.

Microchemistry:

One employee. Practically all of the present work of this employee concerns national defense.

Documents:

Six principal examiners and 13 junior examiners. One principal examiner and three junior examiners can be transferred to the cryptographic section.

Cryptography:

Mr. Tolson _____ Six senior examiners (including one at Portland); 4 assistant examiners
Mr. E. A. Tamm _____ (including one at Portland); 17 junior examiners; 10 clerks. No employees
Mr. Clegg _____ can be spared in this section as all the work of this section is national
Mr. Glavin _____ defense and it is rapidly increasing as the Bureau's activities in the radio
Mr. Ladd _____ field increase.

Mr. Nichols _____
Mr. Tracy _____ Radio, Sound and Electrical Section:

Mr. Rosen _____
Mr. Carson _____ Six engineers; 25 qualified radio operators; 36 student operators. All
Mr. Coffey _____ of the work of this section is national defense with the exception of a
Mr. Hendon _____ portion of the sound and electrical work. The increasing volume of national
Mr. Holloman _____ defense work will necessitate additional employees in this section.

Mr. Quinn Tamm _____
Mr. Nease _____ Photography:

Miss Gandy _____ Two employees. One to be released.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 2/1/90 BY SP5CJL/MS

HHC:EG:MET

February 16, 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C10MS

THE DIRECTOR

Reference is made to the Director's memorandum asking that the Executive Conference consider problems of eliminating work that was not indispensable toward the war effort for at least the duration of the war. A committee composed of Messrs. Tracy, Rosen and Clegg are studying this matter and making recommendations which are being considered by the Executive Conference.

The Conference, with Messrs. Tolson, Glavin, Tracy, Carson, Holloman, Quinn Tamm, Nichols, Rosen and Clegg being present, has considered oral recommendations of the Committee and desires to make the following recommendations:

INVESTIGATIVE DIVISION

1. That there be discontinued the weekly report of case write-ups which is prepared each Tuesday, showing investigative activity performed by the field. This write-up is commonly referred to as "the weekly report."

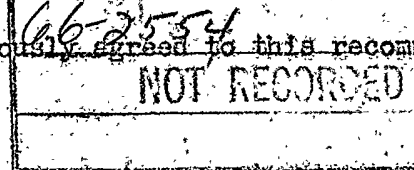
The Conference unanimously recommended approval.

2. Two interesting case write-ups are prepared each month, for use by the Crime Records Section, by each supervisor. It was recommended that there be no automatic case write-ups of this type but that only cases be written up in this manner which the Division Chief or other Bureau officials considers to be of such unusual interest as to deserve this type of treatment and that the automatic writing up of two cases each month be discontinued.

The Executive Conference unanimously recommended approval of this suggestion.

3. That the system and practice of maintaining error cards be discontinued. The overwhelming majority of these cards record typing delays. They have been used in the past by the Chief Clerk's Office as a basis for writing to the field to see if additional stenographers were needed. Admittedly, this is no longer necessary as the Special Agents in Charge advise when additional stenographers are needed.

The Conference unanimously agreed to this recommendation.



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ORIGINAL FILE IN 66-2554

4. That the Bureau and field discontinue the practice of preparing parole reports and submitting them to the Office of Origin and to the Bureau thence they are, in turn, transmitted to the Director of the Bureau of Prisons; in other words, that no further parole reports be prepared.

The Bureau now submits to the Department copies of all investigative reports in criminal cases. These reports go to the Division of Records or file room of the Department and are available to the Director of the Bureau of Prisons. The preparation of parole reports is based upon a review of the investigative reports which have already been forwarded to the Department and the selection of the material which, in the opinion of the individual agents, would pertain to the desirability or lack thereof of granting a parole. This selection of material would, if the parole reports are stopped, become a function of the Director of the Bureau of Prisons, where it should be, rather than the function of the agents.

The following recommendations were made by the Conference:

- (a) Discontinue preparation of parole reports and advise Director of Bureau of Prisons as to the reasons therefor - Messrs. Glavin, Tracy, Carson, Holloman and Clegg.
- (b) Continue to prepare and transmit parole reports as at present - Messrs. Quinn Tamm and Rosen.
- (c) Write the Department in order to see if such an arrangement could be effected whereby they could be discontinued - Messrs. Tolson and Nichols.

5. That the case write-ups by Inspectors no longer be reviewed by supervisors at the Seat of Government.

This suggestion was considered and in lieu thereof it was unanimously recommended, at the suggestion of Mr. Tolson, that when an Inspector is conducting an inspection in the field, he will write up and transmit copies to the Bureau only on those cases which the Inspector feels will need the attention of a supervisor or will require following up by a supervisor; that the more frequent reason for writing up cases, such as delinquent cases and matters which need not be followed up by the supervisors, be summarized by the total number of cases in the inspection report and the memorandum left with the Special Agent in Charge will list these cases by file number without requiring a detailed charge and explanation on each individual case, since the similarity of the delinquency and the answer would permit a grouping of these cases by file number.

6. That daily conferences of supervisors with their division chiefs be discontinued and that instead there be substituted a required weekly conference with the permission that a division chief can call a conference of supervisors any time a special reason exists.

The following recommendations were made:

(a) That there be no change and that supervisors' conferences be conducted daily - Messrs. Tolson, Glavin and Carson.

(b) That there be a conference with unit chiefs required daily and a weekly conference with individual supervisors - Mr. Nichols.

(c) That the conference be changed from a required daily conference to a required weekly conference - Messrs. Tracy, Quinn Tamm, Rosen, Holloman and Clegg.

7. That there be discontinued the practice of preparing memoranda on all important developments in outstanding cases.

Mr. Clegg favored this suggestion, feeling that on specific requests of the division chief a memorandum, when justified, could be prepared. All others believed that this should be continued so that there will be immediately available a record of important developments in outstanding cases.

8. New agents while in training interview supervisors on a supposititious National Motor Vehicle Theft Act interview test. It was recommended that in the future following such interviews the supervisors not be required to prepare a memorandum in detail, unless a special reason existed for such a memorandum, but that instead the supervisors have an oral discussion with the trainee immediately after the interview, pointing out specifically and orally the delinquencies and reporting by telephone the grade made by the trainee on the test.

This recommendation was approved by the Conference.

9. That there be discontinued the practice of preparing a memorandum on the 10th of each month summarizing the types of errors shown on error cards.

In view of the recommendation that error cards be discontinued for the duration, this recommendation was approved by the Conference.

10. That there be discontinued the requirement that there be maintained a running memorandum on the most important bank robbery cases and that the map showing the location of the bank robberies, with tags indicating the current status of the cases, be discontinued.

Messrs. Glavin, Quinn Tamm, Nichols, Rosen, Carson and Holloman recommended the continuation of these projects so that they will be available for budget and other reference purposes.

Messrs. Tolson, Tracy and Glegg recommended that, for the duration, they be discontinued.

11. There is maintained in each field office a card index system showing all banks which are insured by the Federal Deposit Insurance Corporation. Once each month, as new banks come under this provision, lists are sent to the field and new cards are made up in the field offices showing these new banks so that there will be a record in the field office immediately of the jurisdiction of the Bureau in bank robbery cases.

Messrs. Glavin, Tolson and Glegg felt that upon receipt of a bank robbery report, it is a simple matter to ascertain from the bank if it is insured and that there is no need for these numerous cards and the necessity for preparing new ones each month.

All others felt that these cards should be available to immediately reflect the jurisdiction.

12. There is maintained in Washington a card index list of all suspects in the Matnap case.

It was felt by Mr. Tracy and Mr. Glegg that these cards should be discontinued at Washington. The Seattle Office according to the Matnap Supervisors has duplicates of all these cards and other types of cards on this case also.

Messrs. Tolson, Glavin, Quinn Tamm, Carson, Holloman and Nichols recommended that it be continued in Washington since they felt that more adequate supervision could be given if the cards were here and maintained in an u-to-date status.

13. There is maintained a book showing current statistics in all kidnaping cases, together with a summary of each case in which a Federal indictment was returned or in which the efforts of the FBI resulted in solution of the case even though prosecution occurred in a state or local court. Messrs. Tolson, Tracy, Carson, and Glegg recommended that the statistics be continued and the summaries of individual cases be discontinued immediately.

Messrs. Glavin, Quinn Tamm, Nichols, Rosen and Holloman recommended that these summaries be retained and kept up to date for reference, budget and publicity purposes.

14. On the fugitive desk is maintained a card index containing cards showing the current status of each fugitive case. The information on the cards is taken from the files and shows such data as date non est return made, name, aliases and similar information. Messrs. Glavin, Carson, and Clegg recommended that this system be discontinued.

All others recommended that it be continued.

15. That all correspondence accounting lessons and courses be discontinued. Mr. Tolson and Mr. Glavin recommended that they be continued for the accountants and as a requirement for clerks who apply for accounting positions.

All others recommended that they be discontinued entirely and that the requirements that clerks complete this course before they will be considered for the position of Special Agent (A) be abandoned.

16. That form letters be prepared to acknowledge all complaints and all letters, where possible, which do not request specific information. If a postcard will suffice, this should be used. The incoming complaint would be acknowledged by letter, no copies retained for the file but a notation made on the incoming letter that it was acknowledged and the date. Postcards would be used in acknowledging applications for positions. It was pointed out that Congressmen use a form routing slip or letter in transmitting complaints to the Bureau and all except Mr. Nichols recommended that such form letters, when applicable, be used in replying to routine complaints made by Congressmen for transmittal to their constituents.

Messrs. Tolson and Nichols felt that individual letters should go to Congressmen.

It was recommended that such form letters be used both at the Seat of Government and by field offices in acknowledging routine complaints.

The form letters would read, in effect, as follows:

"This Bureau (for the field, the words 'this office' will be used) has received your recent communication and I desire to assure you that its contents will be given appropriate consideration."

17. Since it was recommended that error cards be discontinued, the monthly letters to each field office calling attention to errors made during the preceding month should likewise be discontinued. This was unanimously approved.

13. It was recommended that there be discontinued the monthly bank robbery memorandum which adds new developments in various bank robbery cases in order to bring these cases up to date. This is a form of running memorandum on individual bank robbery cases and it was unanimously recommended that this be discontinued.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

January 21, 1942

SJT:jm

MEMORANDUM FOR THE DIRECTOR

RE: FBI MONITORING STATION ON PACIFIC COAST

In connection with an Executive Conference memorandum of this date setting forth the unanimous recommendation of the Conference that a monitoring station be started at Amity, Oregon, it was recommended to the Conference by Mr. Tracy that a qualified cryptanalyst and an assistant cryptanalyst be assigned to the Portland office for the purpose of examining all radio intercepts at that point as they are received. By having a qualified cryptanalyst at that point it will be possible for the radio intercepts to be quickly examined on the west coast and pertinent information furnished to all west coast offices immediately. Of course, under this proposed plan all intercepts will be sent to the Bureau. However, having a qualified cryptanalyst at that point of monitoring operations will enable the Bureau to expeditiously handle matters of an urgent nature.

It was also pointed out to the Conference that the FCC also maintains a large monitoring station in the Portland, Oregon area and some intercepts from that station will undoubtedly be received at the Portland office.

The Conference consisting of Messrs. Clegg, Glavin, Nichols, Rosen, Quinn Tamm, Holloman and Tracy unanimously recommended approval of the transfer of cryptanalyst Churchill F. Downing and assistant cryptanalyst Earl W. Slayton to the Portland office for assignment during the present emergency.

A subsequent recommendation will be made with reference to the assignment of a Japanese translator to the Portland office as soon as a suitable translator can be found.

There is attached hereto a brief summary of the files of Messrs. Downing and Slayton.

Mr. Ladd concurs in the recommendation of the Conference.

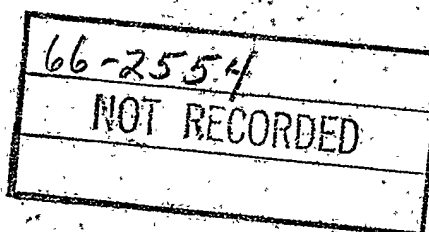
Respectfully,
For the Conference

Clyde Tolson, Chairman

W.R. Glavin, Secretary

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June 10, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Ladd, Nichols, Hendon, Rosen, Kramer and Hince, considered the proposed agreement between the Bureau and Censorship.

The suggested agreement was submitted to Mr. Price and he has submitted a memorandum indicating agreement with the Bureau's desires in all principal respects except three, as follows:

1. We asked Censorship to give us the original communications addressed to all persons on our watch lists. There are more than 2,000 names on the FBI Watch Lists now and Censorship feels that it would be impossible to find and forward all the communications addressed to or sent by these persons. This is itself an admission of a weakness on the part of the Censorship organization. The Censorship, however, has agreed to furnish the original communications to the Bureau if the number of persons can be restricted to no more than 100 names.

RECOMMENDATION:

The Conference recommended that we inform the Censorship that the FBI will furnish 100 names to which concentrated attention may be given and in order that the original communications sent to or addressed by these persons may be immediately turned over to the FBI when found for their inspection. The Conference recommended that if our experience shows that we receive only a very limited number of communications on the basis of 100 names that we then make the request for the opportunity of placing more than 100 names on the restricted watch list.

2. We asked Censorship to select at random bags of mail going to certain foreign points and to send these bags to the FBI, Washington, for Laboratory examination. The Censorship considers this impractical and states that such checks are being made by Censorship in the field stations. It has previously been pointed out by the Censorship that the mail going to places we indicated are not under the control of the American Censorship. For example, all the mail to Europe going through Bermuda is censored exclusively by the British. A large part of the South American mail is examined by the British and not by the Americans.

Mr. Tracy
Mr. Carson
RECOMMENDATION:

Mr. Coffey The Conference recommended that in view of the extremely limited possibilities of finding material of value in a fishing expedition through bags of mail delivered at random, we do not press this point in such a way as to delay our agreement but that
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

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FEDERAL BUREAU OF INVESTIGATIONJUN 11 1942
U. S. DEPARTMENT OF JUSTICE

INITIALS ON

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we observe what results are obtained by Censorship through the "spot" checks which it is making at its own field stations. If we do not receive some substantial results we should renew our request.

3. In our proposed agreement we asked that copies of large numbers of communications be forwarded to us. The Censorship agrees to furnish submission slips but states that it does not have the photographic equipment or the funds to make the large number of copies of documents that we requested.

RECOMMENDATION:

The Conference pointed out that if they do not have the equipment or funds they can not be expected to furnish large numbers of copies. The Conference recommended that the FBI liaison Agents should be encouraged to obtain exact copies of interesting communications using Bureau photographic record equipment whenever it is not possible to have copies made by the Censorship.

The other phases of the Bureau's requests were agreed to generally and the combination of our proposed agreement and the modifications suggested by Censorship are as follows:

1. The FBI will receive all the original communications addressed to or sent by 100 of the most important persons on FBI Watch Lists. The FBI will receive copies of communications addressed to others.
2. The Censorship will turn over to the FBI any specific original communication which we may request for the purpose of having a technical examination in our Laboratory.
3. The Censorship will furnish to the FBI copies or submission slips on all of the matters which we have requested be called to our attention and which have been listed in our proposed agreement under Numbers 5, 6, 7, 8, 9, 10, 11, and 12.
4. The Censorship will consider the recommendations of the FBI in deciding upon the final disposition of communications.
5. The FBI will be furnished all back traffic when available, with respect to persons whose names are placed on the watch lists.
6. The Censorship will forward without censoring communications addressed to persons with official FBI connections.

Mr. Tolson	_____	7. The Censorship will furnish copies of code books and codes and cipher systems which come to the attention of the Censorship.
Mr. E. A. Tamm	_____	
Mr. Clegg	_____	
Mr. Glavin	_____	
Mr. Ladd	_____	
Mr. Nichols	_____	8. The FBI will receive sample copies of printed propaganda which is suppressed by Censors.
Mr. Rosen	_____	
Mr. Tracy	_____	
Mr. Carson	_____	9. The FBI will receive information pertaining to clandestine radio stations in the Western Hemisphere.
Mr. Coffey	_____	
Mr. Hendon	_____	
Mr. Kramer	_____	10. The Censorship will pass communications addressed to persons on white list (SIS).
Mr. McGuire	_____	
Mr. Quinn Tamm	_____	
Mr. Nease	_____	
Miss Gandy	_____	

11. The Censorship will permit FBI Liaison Agents to have full access to original communications in Censorship field stations for the purpose of studying the originals and making copies provided that all this work is done in the Censorship field stations.
12. Whenever an FBI Liaison Agent in a field Censorship station finds a communication which he desires to have forwarded to the FBI in Washington for examination, the Censorship will forward the communication to Washington for examination at the FBI Technical Laboratory.
13. The Censorship will furnish to the FBI, on specific request, individual communications for laboratory examination in espionage and sabotage cases. The Censorship desires that these be completed within three days and that a report of the findings be furnished to Censorship.
14. The Censorship will appreciate receiving information concerning codes and cipher systems, code books, secret inks, secret ink developers, samples of secret inks or developers and information regarding Technical Laboratory examination processes.

RECOMMENDATION:

On the basis of the above considerations, a revised agreement has been prepared and it is recommended that this agreement be signed in duplicate and forwarded to Mr. Price for his signature.

Respectfully,
For the Conference

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

The following agreement has been made between Mr. John Edgar Hoover, Director, Federal Bureau of Investigation, U. S. Department of Justice, and Mr. Byron Price, Director, Office of Censorship, with respect to the exchange of information between their respective organizations and with respect to the specific result of censorship operations which are to be furnished to the Federal Bureau of Investigation by the Office of Censorship.

1. The Federal Bureau of Investigation will select 100 names of persons appearing on FBI watch lists and will furnish these selected names to the Office of Censorship. The Office of Censorship will furnish to the Federal Bureau of Investigation all communications addressed to or sent by these persons in order that a technical examination may be made of these communications by the Federal Bureau of Investigation. It is understood that the Office of Censorship shall forward communications addressed to or sent by these 100 persons within the limits of the ability of the Office of Censorship to discover such communications.
2. The Federal Bureau of Investigation will be furnished the original specific communications which our field offices may desire to have given a technical examination because these communications are discovered in the course of our investigation.
3. The Office of Censorship agrees to furnish to the headquarters of the Federal Bureau of Investigation at Washington, specific communications for laboratory examination in espionage and sabotage cases. The Federal Bureau of Investigation agrees to execute appropriate receipt for all original communications delivered, and to return such communications immediately on the completion of examination in the Federal Bureau of Investigation. The Federal Bureau of Investigation agrees to complete all such examinations within three days except in specially arranged cases.
4. From time to time, emergency situations develop locally in espionage and sabotage investigations. Such emergency situations may require that an original international communication be read immediately by representatives of the Federal Bureau of Investigation and may require that the original communication be forwarded immediately to Washington for technical examination. The Office of Censorship agrees under such circumstances, that the heads of local censorship stations will honor the requests of the local representatives of the Federal Bureau of Investigation for immediate reading of the communication and for immediate dispatch to the headquarters of the Office of Censorship at Washington for whatever action may be necessary there or at the headquarters of the Federal Bureau of Investigation.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

The Office of Censorship will furnish to the Federal Bureau of Investigation copies of the following types of communications within the limits of funds available for such copying and equipment available for this purpose. Whenever it is not possible or practicable to furnish copies of the following communications, submission slips will be furnished. These specific types of communications

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referred to are:

5. Communications which lead the censor to believe that the writer or addressee may be disclosing information of assistance to the enemy, such as:
 - a. Information with regard to the movements of shipping which might constitute information of value to the enemy with regard to attack, sabotage, or otherwise.
 - b. Information concerning American defense activities or in any way pertaining to preparations by this country in behalf of the war effort.
 - c. Information concerning the production, supply, movement or transportation of munitions, war supplies, or any supplies affecting the war effort.
6. Communications believed to possibly contain information with regard to enemy plans or activities in the field of espionage, sabotage, or other subversive activities, including information indicating disloyalty to this country on the part of any writer or addressee resident or present within the Western Hemisphere, as well as information indicating that any such writer or addressee in the Western Hemisphere is in sympathy with the Axis powers or may be engaged in activities which might, in the opinion of the censor, tend to hinder in any way the war effort of this country, including the recruiting service. This should also include any communications which contain information relating, in the opinion of the censor, in any way to organizations that may be hostile to the United States, its form of Government, or to the war effort of this country, also the following:
 - a. Communications believed by the censor to refer in any way to possible espionage activities either in the United States or elsewhere.
 - b. Communications believed by the censor to pertain in any way to possible sabotage activities in this country or elsewhere, including such information as:
 - (1) Any information or mention of plans for the committing of sabotage in the United States or elsewhere.
 - (2) Any information or mention with regard to the movements and activities of saboteurs or suspected saboteurs.
 - (3) Any information or mention of devices, machines, chemicals believed by the censor to have possible relations to sabotage activities.
7. The Office of Censorship will furnish to the Federal Bureau of Investigation copies of all code books of all types, complete information and descriptions of codes and cipher systems coming to its attention as a result of censorship activity.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

8. Copies of printed propaganda of the type that is being suppressed are to be furnished to the Federal Bureau of Investigation.

The Office of Censorship will furnish to the Federal Bureau of Investigation submission slips on:

9. Communications forwarding technical periodicals and Government publications or excerpts therefrom.
10. Communications believed by the Censor to contain information probably relating to the export of any products or supplies contained on the embargo lists which are promulgated from time to time.
11. Communications containing information believed by the Censor to relate to financial negotiations or transactions involving apparent transfers of funds between belligerent countries or between belligerent and neutral countries.
12. All communications relating to travel on the part of individuals between the United States and other countries within the Western Hemisphere, as well as travel between other countries in the Western Hemisphere, and all communications containing information with regard to any other international travel on the part of individuals or groups thereof.
13. Communications considered dangerous either on account of the identity of the sender or addressee or on account of the content of the communications whether suppressed or not.
14. Communications reflecting political or economic activity in Central or South America.
15. The Office of Censorship will furnish to the Federal Bureau of Investigation any and all information pertaining to alienating radio stations in the Western Hemisphere.

The Office of Censorship and the Federal Bureau of Investigation agree upon the following principles and practices:

- | | | |
|----------------|-----|---|
| Mr. Tolson | 16. | In connection with official investigations being conducted by representatives of the Federal Bureau of Investigation and with respect to international communications addressed to specific addresses in the United States, the Federal Bureau of Investigation will furnish to the Office of Censorship such specific names and addresses used for official purposes and communications addressed to those names and addresses will be passed by the Office of Censorship without delay. |
| Mr. E. A. Tamm | 17. | The recommendations of the Federal Bureau of Investigation will always be given consideration in deciding upon the final disposition of communications, but the decision as to the action to be taken must remain in the Office of Censorship. |
- Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Kramer _____
 Mr. McGuire _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

19. The Federal Bureau of Investigation will be furnished any submission slips not already allotted to it or any available back traffic of Radio and Cable Consistency relating to new names which the Federal Bureau of Investigation desires placed on the Watch List. Radio relating to such new names that have previously been assigned will generally have been released and will not be available.
20. The Office of Consistency will continue forwarding without censoring communications addressed to individuals reflecting their official connection with the Federal Bureau of Investigation.
21. Under liaison arrangement, field representatives of the Federal Bureau of Investigation will have an opportunity to examine original communications and to request that those original communications be forwarded to Washington for examination by the headquarters of the Federal Bureau of Investigation.
22. The Office of Consistency will receive, in addition to information regarding any persons or activities appearing in a communication being consistency examination, any information which may come to the attention of the Federal Bureau of Investigation concerning codes and cipher systems, code books, secret info used by enemy or subversive groups, secret list documents which have been or are being used by enemy or subversive groups, copies of secret lists or secret list documents which may become available, and any information regarding technical laboratory examination processes coming to the attention of the Federal Bureau of Investigation.
23. The Federal Bureau of Investigation will conduct the technical laboratory examinations in any specific case upon request of the Office of Consistency.

John L. Ladd
Director
Office of Consistency

John Edgar Hoover
Director
Federal Bureau of Investigation

Encs

Encs

WAG:lrd June 8, 1942
Suggestion Number 47-c
Employee: Agent J. R. Green
Chicago, Illinois

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Tolson, E. A.
Tamm, Clegg, Ladd, Nichols, Rosen, Tracy, Hince,
Carson, Kramer, Quinn Tamm, Hendon and Glavin.

1. Employee suggests: That the Bureau
secure more definite information on applications,
for place, street address and cities and approxi-
mate periods of time involved. This employee
points out that most difficulty is experienced in
conducting investigations covering applicants for
agencies other than for appointment to the Bureau
and that lack of necessary information slows
up an investigation in a big city even though speed
in submitting such reports is desired.

RECOMMENDATION: The Conference points
out that all information furnished by the requesting
agency is forwarded to the field and that since
the Bureau is gradually discontinuing the investiga-
tion of any great number of employees for OEW or
other related new war agencies there will be less
difficulty experienced by the field in the future
in this particular regard.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

8 JUN 18 1942

ALL INFORMATION CONTAINED
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DATE 8/7/98 BY SP5/LOMS

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WMC:BG

June 8, 1942

THE DIRECTOR

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The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Kramer and Clegg, considered the suggestion of Supervisor J. A. Carlson of the Training Division concerning the rephrasing of the Manual of Rules and Regulations so that it will appear in outline form, in keeping with the samples of several sections of the manual which are attached hereto. This suggested form, the Executive Conference believed, would be desirable; it would eliminate surplus phraseology; and it was recommended:

- (a) That the Manual of Rules and Regulations be prepared in the form indicated;
- (b) That the Manual of Rules and Regulations be revised in order that similar subject matter would be placed consecutively in the Manual; and
- (c) That the pages be so prepared that instead of sending out a bulletin on the revision of the Manual of Rules and Regulations in the future, the page of the Manual of Rules and Regulations would be reprinted and distributed.

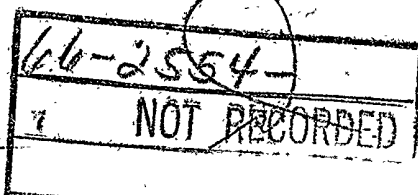
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
cc - Mr. Glavin
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 8/1/90 BY SP5C/LMS



ORIGINAL FILED IN 66-19940

HEO:BG

June 8, 1942

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THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Q. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Kramer and Clegg, considered the suggestion of Supervisor J. A. Carlson of the Training Division concerning the rephrasing of the Manual of Rules and Regulations so that it will appear in outline form, in keeping with the samples of several sections of the manual which are attached hereto. This suggested form, the Executive Conference believed, would be desirable; it would eliminate surplus phraseology; and it was recommended:

- (a) That the Manual of Rules and Regulations be prepared in the form indicated;
- (b) That the Manual of Rules and Regulations be revised in order that similar subject matter would be placed consecutively in the Manual; and
- (c) That the pages be so prepared that instead of sending out a bulletin on the revision of the Manual of Rules and Regulations in the future, the page of the Manual of Rules and Regulations would be reprinted and distributed.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5CJ/DM5

WRG:lrd
Sugg. No. 2-A
Employee: Marjorie Saunders,
Dallas

May 18, 1942

MEMORANDUM FOR THE DIRECTOR

MEMBERS PRESENT: Messrs. E. A. Tamm, Ladd, Rosen, Hendon,
Kramor, Hince, Tracy, Quinn Tamm and Glavin.

EMPLOYEE SUGGESTS: That the Bureau economize in the issuance of pencils to its employees. This employee points out that in some of her friends' business offices when supplies of pencils are requested the requests are cut in half and it is necessary that they use the pencils just as long as possible.

RECOMMENDATION: - Favorable. The Conference feels that the attached general economy bulletin be forwarded to the field, it being pointed out to the Director that we have from time to time advised the field concerning the economy measures pertaining to ammunition, automobiles, gasoline, tires, paper and the like.

Subject to the Director's approval there is attached hereto a bulletin to the field as well as a communication addressed to Miss Saunders regarding her suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Executive Conf.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachments

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ALL INFORMATION CONTAINED
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DATE 8/19/90 BY SP5C110MS

ORIGINAL FILED IN 66-2554-1515

LAN:NET

May 16, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Q. Tamm, Glavin, Hendon, Ladd, Tracy, Rosen, Carson, and Hince being present, considered the suggestion of Mr. H. H. McCabe that counselors entering on duty for service with three classes of newly appointed Special Agents should be given one week's training by having them sit in with the class which begins one week prior to the entry on duty of the new counselor. The first week of the counselor's service is a very important one and it is believed that a much higher grade of performance could be obtained from the counselors if they had the advantage of this one week's preliminary training.

RECOMMENDATION: The Conference recommended that the counselors be afforded the opportunity of sitting in with a class which begins one week prior to the date on which the counselor is to begin with his first class.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc-Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5C110MS

AR:JF

May 15, 1942

-72

THE DIRECTOR

The Executive Conference approved the attached proposed Bureau Bulletin concerning the Bureau's jurisdiction in conducting investigations of criminal violations of the Federal Explosives Act.

The Bulletin is based upon Departmental instructions and points out that nothing herein shall in any way effect the Bureau's position with reference to handling sabotage matters. The Bulletin is an extension of previous Bulletin Number 6, First Series, 1942, which contains the provisions of the Federal Explosives Act approved by the President on December 26, 1941.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Enc with orig

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/1/90 BY SP5C/llms

ORIGINAL FILED IN 66-4200-41-

LBN:VVD

May 14, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, G. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Ladd, Tracy, and Nichols, considered the suggestions of Mr. J. C. Strickland and Mr. G. A. Nease to the effect that in handling undated mail the ticklers will be sent through and date stamped along with the original and then returned to the supervisor.

Both of these suggestions were predicated upon the fact that the ticklers bear only the transcription date as do the yellows. The date that the memorandum or communication is actually forwarded is determined by the date stamp placed thereon when the communication clears the Mail Room. It is pointed out that at times difficulty is encountered in ascertaining the date a communication actually cleared.

The Conference was unanimous in recommending that these suggestions not be adopted inasmuch as it would cause considerable unnecessary work, ticklers were likely to be misplaced, and it was felt that the present procedure should be followed. Letters are attached.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. B.

66-2554-
W. B. Glavin, Secretary
NOT RECORD
INITIALS ON ORIGINAL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5C/10ms

DEPT OF JUSTICE

Mr. Glavin

4 MAY 22 1942

ORIGINAL FILED IN 66-3665-857

John

AR:AI

62-2554-185

May 12, 1942

THE DIRECTOR

The Executive Conference approved the attached proposed bulletin, pointing out that the Bureau should utilize the Alien Registration Division of the Immigration and Naturalization Service in securing information concerning aliens who are the subject of investigation being conducted by the Bureau pointing out that the Philadelphia Office could contact the Alien Registration Division of the Immigration and Naturalization Service, in an effort to determine the present location of the Alien who is being sought.

Those in attendance were Messrs. E. A. Tamm, Q. Tamm, Carson, Glavin, Hendon, Rosen, Kramer, Nichols, Ladd, and Tracy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5C/10MS

66-2554-
NOT RECORDED

INITIALS ON ORIGINAL - 7

JUN 2 1942

ORIGINAL FILED IN 62-22932-

May 11, 1942

NRG:LCB

THE DIRECTOR

The Conference, consisting of Messrs. Ladd, Nichols, Tracy, Kramer, Hendon and Glavin, considered the suggestion submitted by Mr. W. H. McCabe of the Training Division.

Mr. McCabe states that during In-service Training Schools comment has been made by members thereof that the blackout equipment being used on Bureau cars is very conspicuous and almost prohibits the use of these cars on surveillances. It is suggested that the Bureau in purchasing additional blackout equipment may take into consideration the undesirability of having all cars so equipped and that it might be desirable to issue instructions to the field to have some cars available without this equipment for surveillance purposes.

The Conference is of the unanimous opinion that all Bureau cars should be equipped with the blackout equipment, that in cases of surveillance or other confidential missions, it is, of course, possible to rent cars or use personally-owned cars as has been done in the past, or if necessary to remove the blackout equipment. For the information of the Director, it is a very simple procedure to remove the metal collar from the headlights which would make the Bureau car inconspicuous and could not be identified as a law enforcement car. The Conference does not feel that any further consideration should be given this suggestion at the present time and should the Director approve, an appropriate bulletin will be prepared advising the field in this regard.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/1/90 BY SP5C110ms

ORIGINAL FILED 66-1980-7

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FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
May 7, 1942

MEMORANDUM FOR MR. GLAVIN

Mr. C. M. Hall, Purchasing Agent of the Pennsylvania Central Airline, Republic 7081, Extension 248, telephoned this morning and stated he understood the FBI had 38 official police revolvers available and requested that 18 of these weapons be furnished the Pennsylvania Airline to be used by guards at the airport. He stated that according to available information, the FBI had furnished the T.W.A. Airline with 38 official police revolvers for use of guards employed by that airline.

I advised Mr. Hall that frankly the Bureau was experiencing extreme difficulty in obtaining sufficient side arms for the Special Agent personnel of this Bureau and that I doubted seriously that we would be able to be of any assistance to him. I told him that a further check would be made however, and that he would receive information as to whether the Bureau would be able to comply with his request.

I have been unable to locate any records indicating that the FBI made 38 police revolvers available to the T.W.A. Airline. However, it is possible that in accordance with the program initiated sometime ago, having in mind giving assistance to police officers throughout the country in obtaining firearms, that the Bureau may have assisted the T.W.A. Airline in equipping their guards. It is believed that Division Two perhaps may have some knowledge in connection with this matter.

Respectfully,

S/C.O.

Clifton O. Halter
May 11, 1942

ADDENDUM
WRG:LCB

The Executive Conference, consisting of Messrs. Ladd, Nichols, Tracy, Kramer, Hendon and Glavin, stated that no revolvers had been issued to T.W.A. and the Conference had been advised that the Pennsylvania Central Airlines was advised by the Chief Clerk's Office that no revolvers were available for issuance to that service.

S/W. R. G.

W.R. Glavin

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5/STL/MS

ORIGINAL FILED IN 66-2554

WRG:MTS

May 6, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5elloms

The Executive Conference consisting of Messrs. Tolson, Clegg, Ladd, Rosen, Tracy, Quinn Tamm, Hendon, Carson, Kramer, and Glavin, considered generally the desirability of the Bureau approving the renting of commercial vehicles by Special Agents in the field when official government cars are not available.

The Conference wishes to point out that at the present time we are not able to assign sufficient automobiles to each field division to permit the assignment of a car to each Special Agent and we will not be able to do so in the future, inasmuch as it is not possible for the Bureau to request that number of cars. It was pointed out to the Conference that since the rubber shortage became a paramount issue and rubber rationing started Special Agents who had previously used their personally owned cars for official business are not doing so or are reluctantly doing so at the present time.

The Conference feels that we should not approve the hiring of commercial cars for investigative purposes unless a special emergency exists. It points out that by using rented cars the cost per mile would be from 10¢ to 15¢ and our travel cost would increase tremendously. It was felt that it would be the duty of each Special Agent in Charge to assign the automobiles to Agents so that the best possible results can be secured. It is further felt by the Conference that undoubtedly many Special Agents today are securing needed rubber for their automobiles due to the fact that they are Special Agents of the Federal Bureau of Investigation and are possibly using their cars on official business, and there appears to be no reason why they could not continue to use their personally owned cars for official purposes.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Holloman

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

It is felt further that in the event official cars are not sufficient for use in any field division and personal cars are not used, the Special Agents assigned thereto should utilize regular common carrier travel. The Conference is of the unanimous opinion that Agents who have used their personally owned cars in the past are not being particularly helpful to the Bureau in this emergency in the event they do not feel as if they should use their cars. For the information of the Director, every Agent who uses his personally owned car on official business will have no difficulty under the rationing plan in getting either tires or gasoline. The Conference recommends that the attached form letter go forward to the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

EX-2

May 1, 1942

SJT:jm

THE DIRECTOR

Re: Special Training in Demolition Work

Mr. Coffey suggested that a representative of the Laboratory experienced in explosives be assigned to study all types of demolition work at the special school in Canada where Mr. Coffey attended for a period of five days. In other words, not to take the complete course but merely to specialize for five days in demolition work.

The Conference unanimously agreed that Mr. D. J. Parsons be assigned and the New York Office is being contacted to make the necessary arrangements.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Holloman _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

11 JUN 1 1942

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY SP5CJ/oms

ORIGINAL FILED IN 62-9800-44

Conference

WRG:lrd

April 29, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Clegg, Hendon, Carson, Rosen, Tracy and Glavin considered a request telephonically made by SAC Danner of the Miami Office that an Agent be assigned to twenty-four hour duty there.

Mr. Glavin advised the Conference that SAC Danner had advised him that OHI was on the streets all night and they are getting many calls from the police department during the evening and early morning hours and he felt that in view of the development at Miami it is essential that we have Agent coverage at the Miami Office twenty-four hours a day.

The Conference recommends approval of SAC Danner's recommendation. Subject to the Director's approval, there is attached hereto a communication to SAC Danner concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/1/90 BY SP5C/10MS

ORIGINAL FILED IN 66-14-4057

7 LBN:NTT

April 23, 1942

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Ladd, Kramer, Glavin, Clegg, Hendon, Carson, Rosen, Tracy and Nichols considered and unanimously approved the suggestion of Miss Margaret A. Lucey, stenographer in the National Defense Division. Miss Lucey suggests in view of the paper shortage, in sending memoranda to the Attorney General that copies merely be designated for other Departmental officials on the original of the copy to the Attorney General. This will save transmitting memoranda to other Departmental officials.

If approved, there is attached a memorandum to all Bureau Officials and Supervisors.

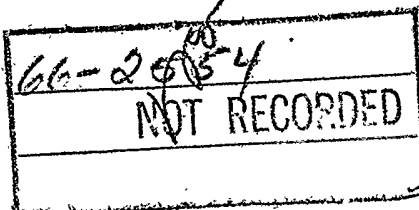
Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen cc - Mr. Glavin
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MAY 21 1942



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/7/90 BY SP5clm/s

ORIGINAL FILE IN 66-3665

HRC:JBW

April 28, 1942

THE DIRECTOR

Re: SAC Training

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/19/90 BY SP5C/10ms

The Executive Conference, consisting of Messrs. Tolson, Clegg, Glavin, Tracy, Nichols, Quinn Tamm, Ladd, Hendon, Carson, Kramer, Rosen and Hince, considered a suggestion that one Special Agent in Charge attend each in-service class. Upon discussion, the majority of the conference recommended that two Special Agents in Charge attend each in-service class beginning Monday morning of each week in order that all the SACs may receive this training during the course of a six months' period. It was further felt that there should be repeated annually the program followed in January of this year whereby representatives of the Bureau would meet with Special Agents in Charge in the field in groups in various sections of the country for the purpose of discussing the problems of the Special Agents in Charge and the policies and procedures of the Bureau. These two methods of training Special Agents in Charge, it was felt, would meet the requirements for SAC training.

It was further felt that during the time the Special Agent in Charge was attending the in-service class he should take firearms training with the regular class members but he should not be required to take an examination and he should not be asked any specific questions of a type which might prove embarrassing; that he might, if he desires, sit separately to the rear of the class for the purpose of gaining instruction and contributing any comments or remarks which he feels pertinent. An additional value of this type of training, it was thought, would be that the Special Agents in Charge would identify more of the major problems of the Special Agents in the field as the Agents gave expression to their views and questions here at the Seat of Government.

Mr. Hendon and Mr. Rosen opposed the suggestion that the SACs attend the in-service classes for the reasons that the problems of the Agents in the class did not constitute the major problems of the Special Agent in Charge, and for the further reason that it was felt that any training of Special Agents in Charge should be along specific lines depending on the specific needs of the Special Agents in Charge and in concentrated courses in order that the Special Agent in Charge be the specialist in field office administration work which he is supposed to be. There was a further opposition that the SACs should not be required to mix in class with the Special Agents.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

66-2554-
NOT RECORDED
Secretary
INITIALS ON ORIGINAL - 3

4 MAY 12 1942

cc - Mr. Glavin

RECORDED COPY FILED

NOT USED

66-2554-1966

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/7/90 BY

CHANGED TO

1-3094-X

MN

LAH:BG

July 30, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Quinn Tamm, Tracy, Nichols, Rosen, Kramer, Carson, Ladd and Hince, considered the information received from President W. F. Anderson of the NPA Associates that he had received a number of suggestions from graduates of the Academy that if the annual retraining school could not be held in Washington, some other city be selected. Another suggestion which he had received was that two-day retraining schools be held in different parts of the country under FBI supervision. *Hendon*

The Conference was of the belief that it was obviously undesirable to have the retraining school in any other city and it would also be undesirable to have regional retraining schools. The reasons for not having regional retraining schools are: first, that it would be necessary to prepare separate curricula for various parts of the country; secondly, that most of those attending would be those who had not been considered satisfactory for employment as FBI agents and might make a disgruntled group at this particular time; and third, that this was an additional project which we should not take on at the present.

RECOMMENDATION: The Conference recommended that the Bureau not engage in regional retraining schools for NPA graduates this year. If approved, a letter to Mr. Anderson has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. B. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5c1/bms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____ cc Mr. Glavin
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

66-2554-1967
NOT RECORDED

230
51 AUG 14 1942

ORIGINAL FILED IN 16-154

8
LAM:BG

July 30, 1942

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Quinn Tamm, Tracy, Nichols, Rosen, Kramer, Carson, Ladd and Hince, considered the proposal by Mr. Hince that a uniform rule be adopted with respect to the posting on sources of information cards, confidential informant cards, contact cards and plant informant cards the dates of contacts and recontacts with such informants or sources of information.

The Conference believed that it would be worth while to have these contacts noted. It was pointed out that there were some sources of information and informants who are contacted almost daily and that making entries would be unnecessary more often than every thirty days.

RECOMMENDATION: The Conference recommended the adoption of a uniform rule as follows:

"The date of any original contact with any source of information or informant or contact of any type must be shown on the 3x5 index card maintained in the various files; viz., the Sources of Information File, the General Confidential Informants File, the Confidential National Defense Informants File, the Plant Informants File, the American Legion Contacts and the Contact File. All recontacts must be noted on the cards, with the exception that this need not be done more often than once in each thirty-day period. This rule does not mean that such informants or sources of information must be contacted each thirty days. It simply means that, if contacted during a thirty-day period, the recontacts must be noted but no such notations will be required more than once in any thirty-day period."

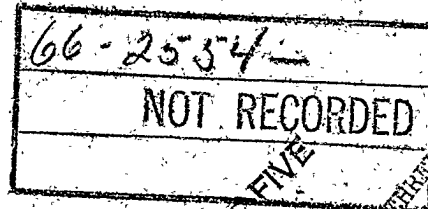
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,813
DATE 8/8/90 BY SP5C/10ms



ORIGINAL FILED IN

FWE:AW

July 29, 1942

MR. NICHOLS

RE: "NOT RECORDING" OUTGOING
FORM LETTERS

There are attached hereto three samples of form letters used to furnish certain information to Field Divisions. It is suggested that they be "not recorded" by the Files Division.

1. Form letter requesting an immediate report as to the fugitive status of Bureau subjects.
2. Form letter transmitting photostatic copies in custodial detention cases.
3. Form letter transmitting photostatic copies of intercepts received by the Bureau from the Office of Censorship.

Respectfully,

O. H. Patterson.

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

LBH:NHT
Addendum, 8/7/42

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Hendon, Hince, Quinn Tamm, Glavin, Kramer and Nichols approved the foregoing suggestion.

Respectfully,

L. B. Nichols

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/8/90 BY SP5C110m3

66-2554-
NOT RECORD
PERSONNEL

ORIGINAL FILED IN 66-2554-

WRG:jh

July 29, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Kramer, Nichols, Hendon, Carson, Tracy, Quinn Tamm, Hince, and Glavin, considered the offer of Mr. Shreve Archer, President of the Archer Daniels Midland Corporation, wealthy philanthropist at St. Paul, Minnesota, he desiring to furnish the Bureau with a Thompson Sub-Machine Gun and two Magnum Revolvers.

The Conference was advised that no derogatory information was contained in our files concerning Mr. Archer. Mr. Hendon stated that Mr. Archer is a well-to-do, well-thought-of individual in St. Paul. The Conference recommended that we accept Mr. Archer's offer.

Subject to the Director's approval, there is attached hereto a letter to SAC Stein advising him it will be satisfactory to accept this offer.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. A. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____ Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-
NOT RECORDED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/8/90 BY SP5C/10ms

ORIGINAL FILED IN 74-4-5919-2

July 29, 1952

DCB:DV

THE DIRECTOR

The Executive Conference with Messrs. Tolson, Kramer, Ladd, Hendon, Carson, Hines, Quinn Tamm, Tracy and Glavin in attendance unanimously approved the attached Bulletin prepared by Mr. Hendon after conference with Assistant Director Connelley.

It was further recommended that the substance of the Bulletin be incorporated into Section 25 in the new Manual of Instructions entitled Arrests, Searches and Seizures and that the certificate presently outlined in the manual for use in connection with the listing of property of prisoners be eliminated and that the second certificate as set out in the Bulletin be substituted therefor.

Respectfully,
For the Conference

Clyde Tolson
Chairman

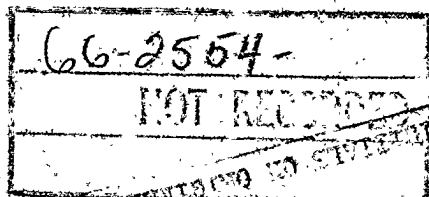
R. B. Glavin
Secretary

"OK"
H

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

230

cc - Mr. Glavin



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/96 BY SP5C/LMS

3
WRG:jh

July 28, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Carson, Kramer, Hendon, Quinn Tamm, Rosen, Hince, and Glavin, considered the suggestion submitted by Special Agent Leo J. Gauthier that in all future investigative assignments of importance the Bureau look upon the investigative work and the pictorial study as two separate activities and authorize the Cartographic Section to carry on the work concurrently with the investigative work. Mr. Gauthier makes this recommendation because of the following facts:

1. Agents assigned to the investigation are very busy covering their field and therefore are unable to fully cover the "pictorial" work.
2. Agents are unable to see the possibilities of the situation from the diagrammatic point of view and therefore few diagrams if any are developed.
3. The work carried out concurrently permits the Cartographic Section more time to complete detail work.
4. Where charts have evidentiary value, the person making the chart or photograph should have the element of personal knowledge, by way of personal view, to give the work some degree of authenticity.
5. Pictorial charts and photographs are time savers. They convey investigative information instantaneously and to insure accuracy much time must be spent for careful study and planning.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 8/9/90 BY SP5C11045

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____ It was also pointed out to the Conference that Mr. Gauthier is qualified in the use of the Speedgraphic and 35 mm Leica Camera. The Conference does not feel that an additional camera should be purchased for the Cartographic Section and that one of the cameras from the Photographic Section could be made available for this work.
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The Conference recommended favorably as to Mr. Gauthier's suggestion in cases where photographic or cartographic work is essential.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-3020-999

RPK:CSH

July 28, 1942

THE DIRECTOR

0
The Executives Conference, consisting of Messrs. Tolson, Ladd, Glavin, Tracy, Quinn Tamm, Nichols, Hendon, Hince, Carson and Kramer, considered the suggestion made by Mr. Coffey that the Bureau secure a leased telephone line to handle communications between the New York Field Office and the Wading River radio station, Wading River, New York. This is the station from which radio communication with Germany in our espionage investigations is handled. It was felt by Mr. Coffey that such a leased wire would provide additional security. However, such an installation would mean an expenditure of an additional \$360 per month, over and above the cost of the present teletype connection which is used for communication with the radio station.

The Conference was of the opinion that this additional expenditure would not be justified in this instance, since it is felt that the teletype connection is substantially as secure as a leased telephone line. It was further pointed out that teletype service is used for communication between the Bureau and the New York Field Office with respect to the radio messages to be sent to Germany, and there would appear to be no reason for providing any different means of communication between the New York Field Office and the radio station.

Respectfully,
For the Conference,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/oms

3343
Clyde Tolson, Chairman

3343
W. R. Glavin, Secretary
JUL 29 1942
JUL 29 1942

66-25324-
NOT RECORDED
HCS

ORIGINAL FILED IN 65-1066-2112

RPK:WGR

July 28, 1942

THE DIRECTOR

Specimen Compliance

Mr. Sterling of the FCC addressed a letter to Mr. Coffey, pointing out that the FCC took bearings on various stations and opened cases on them only to later learn through the nature of the transmissions that they were probably used for legitimate purposes by the Bureau. He suggested that less attention would be attracted to the calls from these stations and considerable time and useless effort would be saved by the FCC if that agency were notified by the Bureau as to the identity of the Bureau's stations beforehand.

The Executive Conference, with Messrs. Tolson, Hendon, Glavin, Tracy, Q. Tamm, Hince, Carson and Kramer present, considered this matter and recommends that in order to prevent possible criticism of the Bureau by the FCC the Bureau advise that agency of the identity of its stations, that is the call letters and the frequencies used by the stations, without informing as to the location of the stations or their purpose. It is recommended that the FCC be informed that the Bureau will be responsible for these stations and that this notification be limited to the stations operated by the Bureau in the continental United States.

If you approve, the FCC will be advised accordingly.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/3/90 BY SP5C110ms

Clyde Tolson,
Chairman

Glavin,
Secretary

66-2554
NOT RECORDED

80-646-2254
ORIGINAL FILE IN

66-2554

copy :jk NOT RECORDED

JAC:RLS

8/5/42

MEMORANDUM FOR MR. T.D. QUINN
ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

This is to advise you that the per diem rate at the FBI Training Academy at Quantico, Virginia, has been increased from \$2.50 to \$3 effective August 1, 1942.

It will be appreciated if you will make the proper adjustment on your records.

Very truly yours,

John Edgar Hoover
Director

cc-Mr. Clegg
Mr. Hicks
Mrs. Wackerman

242

SEP 2 1942

COMM. STAMP
ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 338,013
DATE 8/8/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2009-1

WRG:jh

July 25, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Carson, Kramer, Hendon, Quinn Tamm, Rosen, Hince, and Glavin considered a recommendation by Special Agent T. J. Scott of the Chief Clerk's Office that the per diem at Quantico be increased to \$3.00 per day.

For the Director's information at the present per diem at Quantico is \$2.50 with \$.50 deducted for lodging. Meals and tips total \$2.25 a day. Should the \$3.00 per diem be approved, Special Agent employees at Quantico will receive a net per diem of \$2.40 per day and will be required to pay out \$2.25.

The Conference unanimously recommends approval of this increased rate.

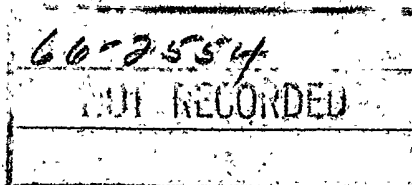
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323.013
DATE 8/8/90 BY SP5C110ms



~~SECRET~~

RPK:WGR

July 23, 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

THE DIRECTOR

8/8/90
Classified by SP5CJL/MS
Declassify on: OADR 323,013

On July 23, 1942, the Executive Conference, with Messrs. Tolson, Ladd, Glavin, Nichols, Q. Tamm, Hince, Hendon, Carson, Rosen, and Kramer present, considered the problem presented by the fact that the [redacted] in New York City and the Federal Communications Commission have made inquiry with respect to the identity of certain of the [redacted]. These are [redacted] Mr. Coffey was advised by [redacted] and by [redacted]

of the FCC that signals of these stations had been overheard, and pointed out that unless the Bureau advised these agencies in some form that the stations were known to the Bureau the organizations might concentrate monitoring units on the transmissions from our stations, resulting in a waste of time and energy on their part.

The conference was unanimously of the opinion that advice should be furnished to the [redacted] and the FCC that the Bureau was cognizant of these stations and would be responsible for them. It was believed that no detailed information should be furnished with respect to the identity of the stations or their exact location but that a notification such as described above would serve to put the [redacted] and FCC on notice that it would be unnecessary for them to monitor the stations.

If you approve, appropriate notification will be furnished by Mr. Coffey.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

AUG 27 1942
243

66-2554-
RECORDED
Secretary

~~SECRET~~

ORIGINAL FILED IN 80-146-2736

July 22, 1942

RFP:AL

INITIALS OF ORIGINAL
MR. TRACY

Re: AC Power for Boston
Field Division Office

It is recommended that the Bureau reconsider its policy of refusing alternating current power to the Boston Field Division Office. It is understood that the building housing the Boston Field Division is wired for alternating current power but that this power reaches only to the floor directly below the Boston Office. Estimates have been obtained from time to time by the Boston Office for converting their direct current power over to alternate current power and generally these estimates have run in the neighborhood of \$300 to \$350 although the last one obtained several weeks ago when the electrical contractor was doing work in the building was as low as \$250.00.

The Bureau is constantly providing the field with new equipment which generally operates from alternating current only including sound motion picture projectors, 3D sound recorders, Hammarlund Super Pro communications receivers, National HRO communications receivers, fluorescent desk lights, and miscellaneous additional equipment such as the 50 watt radio transmitter recently used by the Boston Field Office. For each piece of this type of equipment it is necessary for the Boston Office to purchase or rent a converting device to change direct current power to alternating current power. Converters each cost from a minimum of about \$36.00 to supply enough power for a motion picture projector to approximately \$90.00 to supply sufficient power conversion for the larger pieces of equipment. At the present time the Boston Office is being handicapped in that they cannot obtain sufficient converters to operate all of the equipment located in the office simultaneously.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

As against these above referred to costs the Bureau might wish to compare the prices of the technical equipment involved such as \$1200 for a sound recorder and \$350 for a motion picture projector. One mistake by an inexperienced agent in plugging any of this technical equipment directly into a 110 volt direct current outlet will generally destroy much more equipment than the price of the power conversion.

Unless the Bureau is contemplating moving the Boston Field Office to a different location it is believed that the price of \$300 to \$350 is not at all exorbitant and is well within reason. The

66-2554-1968
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DATE 8/8/90 BY SP5C/10m3

ORIGINAL FILED IN
66-165-3297

Page two
Memo Mr. Tracy

converters presently on hand in the Boston Field Office can then be utilized by the Bureau wherever they will serve the best purpose for emergency Field assignments inasmuch as these units are presently high on the priority lists.

Respectfully,

E. P. Coffey

*The Executive Conference
on 7/25/42 discussed
the suggestion*

*AT
M. E. H.
C. P.*

LM:EG

July 30, 1942

THE DIRECTOR

⁰ L.B.
The Executive Conference, those present being Messrs. Tolson, Glavin, Quinn Tamm, Tracy, Nichols, Rosen, Kramer, Carson, Ladd and Hince, considered the suggestion made by Mr. Nichols that the training classes be cautioned with respect to the possibility of their being identified in public places when they open their wallets because of the fact that Government Transportation Requests or credentials might be accidentally disclosed.

The Conference was generally of the opinion that an agent with good judgment should know better than to disclose credentials or GTR's in a public place, particularly when on any confidential investigation. Obviously, it is necessary to disclose GTR's in such a public place as a railroad station when purchasing government transportation. It was also pointed out that there are tens of thousands of other employees in the country who use GTR's and these alone do not identify an FBI agent.

The Conference recommended that, as a matter of precaution, this matter be called to the attention of training classes, and this will be done if approved.

Respectfully,
FOR THE CONFERENCE

INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1969
NOT RECORDED

FEDERAL BUREAU OF INVESTIGATION

AUG 11 1942

U. S. DEPARTMENT OF JUSTICE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Glavin

5-1 AUG 18 1942 372

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 8/8/90 BY SP5CIL/ams

ORIGINAL FILED IN 1-1-1847

RPK:WGR

July 23, 1942

THE DIRECTOR

The Executive Conference, with Messrs. Tolson, Ladd, Glavin, Nichols, Q. Tamm, Hince, Hendon, Carson, Rosen and Kramer present, considered the suggestion made by Special Agent Charles Van Derveer to the effect that the field utilize form letters in making requests of auxiliary offices for the placing of mail covers and for file reviews in the auxiliary offices. Agent Van Derveer believed that through the use of such form letters investigative reports could be eliminated and some time saved.

The Conference was unanimously opposed to adopting such a procedure, feeling that the investigative reports were proper under these circumstances and would serve to keep information routed through usual and proper channels.

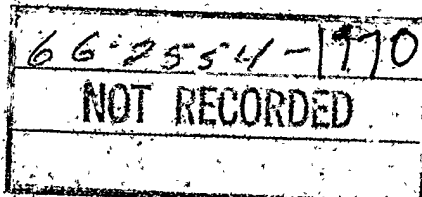
A letter to Special Agent Van Derveer thanking him for his suggestion is attached.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____ Attachment
Mr. Rosen _____
Mr. Tracy _____ CC- Mr. Glavin
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
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DATE 8/8/90 BY SP5C110ms

ORIGINAL FILED IN 66-3482-124

RPK:WGR

July 23, 1942

THE DIRECTOR

On July 23, 1942, the Executive Conference considered the suggestion made by Special Agent Bliss Morton that in the street address supplement of the city directory maintained in the field office there should be indicated opposite the names of persons listed as sources of information by the field office the file number of the file containing information with respect to such an individual. Agent Morton's thought was that in checking the street address supplement before instituting an investigation, an agent might be referred directly to the file containing information about the man.

The majority of the conference, Messrs. Ladd, Glavin, Nichols, Q. Tamm, Hince, Hendon, Carson, Rosen and Kramer, were opposed to the suggestion, feeling that it was unnecessary and also that an accidental or careless misuse of the city directory might reveal confidential information as to the identities of the persons upon whom the Bureau had files.

Mr. Tolson was in favor of adopting the procedure suggested by Agent Morton.

There is attached a letter thanking Special Agent Morton for his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 8/8/90 BY SP5C11/pms

Respectfully,
FOR THE CONFERENCE

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

NOT RECORDED

CC- Glavin

ORIGINAL FILED IN 65-25540-275-6

REF:WGR

July 23, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/9/90 BY SP5CJ/DM/S

On July 23, 1942, the Executive Conference with Messrs. Tolson, Ladd, Glavin, Nichols, Q. Tamm, Hince, Hendon, Carson, Rosen and Kramer present, considered the question of the proper procedure to be followed in reporting the results of technical surveillances which are in effect in connection with regular investigative cases.

Previously, you will recall, it was required that this type of information be reported by letter and not included in investigative reports; however, now that all technical surveillances are approved by the Attorney General, it is believed that in the interests of clarity and efficiency of operation, it would be more desirable that the information be included in investigative reports, providing of course that the information would be set forth in such a manner as not to disclose the source. This will make it possible for all pertinent information in an investigation to be included in one communication which may be forwarded to auxiliary offices for the handling of leads. It is understood that this procedure will not apply to those highly confidential technical surveillances which have no connection with a regular Bureau investigation, of which there are several examples in Washington, D. C. The results of these surveillances will be reported to the Bureau by letter under confidential cover.

If you approve, these instructions will be orally communicated to the Special Agents in Charge in connection with the notification of approval for the surveillances. It is believed that such a procedure is preferable to

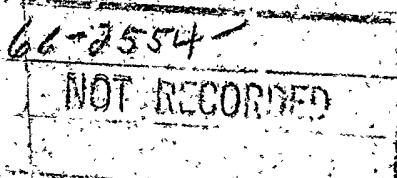
the furnishing of any written instructions in this respect.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE,

Clyde Tolson, Chairman

W. R. Glavin, Secretary



ORIGINAL FILED IN 100-218-97

APK:WGR

July 23, 1942

THE DIRECTOR

During the recent meeting of the Imperial Council of the Nobles of the Mystic Shrine at Chicago, Illinois, a resolution was approved that the Shrine designate certain members from each temple to act as confidential sources of information for the Bureau in connection with our internal security work. This program was intended to operate similarly to our program for cooperation with the American Legion. It is understood that the Shrine members are not to conduct investigations but in instances where the Bureau desires certain information requests may be made of the designated contact men in a particular temple of the Shrine for any information available to the members of the temple. You will recall that Mr. Pennington attended this meeting of the Imperial Council; and as a result of the resolution, there have been addressed to the Bureau for Mr. Pennington's attention the names of the members of the various temples who are to act as contacts with the Bureau.

On July 23, 1942, the Executive Conference, with Messrs. Tolson, Ladd, Glavin, Nichols, Q. Tamm, Hince, Hendon, Carson, Rosen and Kramer present, was of the opinion that the Bureau should go along with this program and that the Special Agents in Charge should contact the designated representatives of the various temples, similarly to the contacts made with the American Legion Commanders, for the purpose of establishing these persons as sources of information for the field offices.

If you approve, appropriate letters will be directed to the Special Agents in Charge, advising them of the identity of the contacts and requesting that they get in touch with them to arrange for their cooperation with the field offices.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE,

66-2554-

Clyde Tolson, Chairman
RECORDED

W. R. Glavin
Secretary

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DATE 8/31/90 BY SP5C/IDMS

ORIGINAL FILED IN 66-2554-1483-105

July 26, 1942

LAN:JBN

THE DIRECTOR

Re: Summary of Views on Proposed Office
at Brooklyn

17/30/42 *CHS*
875
The Executive Conference, Messrs. Tolson, Kramer, Carson, Nichols, Rosen, Tracy, Quinn Tamm, Hince and Clegg being present, considered the attached letter from Special Agent in Charge Conroy relative to a division of the work and the jurisdiction of the New York Office in order to establish another field office at Brooklyn.

In view of the present size of the New York Office, the inadequacy of space and the difficulties of administering such a large number of cases and such large numbers of personnel, it was the unanimous opinion of all members of the Conference present that an office should be located at Brooklyn which would take over the work pending in Brooklyn now existing in the files at New York. The Conference agreed with the general suggestions of Mr. Conroy even to the extent that it would take a period of 4 to 6 months to complete the transfer.

The Conference felt that as far as central record agencies such as police and credit rating agencies which may be in Manhattan are concerned, that this angle of any case could be handled by Agents out of the Brooklyn Office who would come into Manhattan to handle these minor aspects of cases located at some office of records. It was also felt entirely likely that some clerical employees would have to spend some time, perhaps daily, coming over from the Brooklyn Office to the New York Office to check index cards on new cases received in the Brooklyn Office, but it was thought that any disadvantages which might accrue of this type would be more than compensated for by a more close supervision and administration of the personnel and the cases by dividing them as indicated between New York and Brooklyn.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
Mr. Foxworth opposed the opening of an office on the following grounds:
(1) It would be necessary to duplicate the majority of files in the New York Office or else the benefit of the information in the files would be lost to the Brooklyn Office. (2) There could be no logical division of work in investigative organizations matters inasmuch as members of the Communist Party and German groups from various parts of New York City meet at various times in Manhattan, Brooklyn and other parts of New York. (3) There would be a constant movement of Agents from one district to another with an enormous amount of administrative work. (4) Many people live in Brooklyn and work in Manhattan. Cases on applicant investigations, for example, could have to be checked at both places in many cases. (5) The analogy between New York and Newark does not hold in the case of Brooklyn inasmuch as Newark is in another state. (6) A great majority

of the public records for the City of New York are maintained in Manhattan. There is only one police department for the whole city. Many source of information would not be available to the Brooklyn Office on this account. (7) Mr. Foxworth does not think the Bureau will find space in Federal buildings in Brooklyn, and it would be necessary to rent commercial space. (8) Mr. Foxworth sees no advantage to be gained by the change and feels that it would result in hopeless confusion and inefficient operation.

Mr. Donegan concurred with Mr. Foxworth in opposing the change for substantially the same reasons. He feels further that it would be no more practicable to separate Manhattan from Brooklyn than to separate uptown New York from downtown New York. Mr. Donegan feels that the administrative work in the New York Office proper would increase from 50 to 75%. He believes that it would be better to subdivide the work of the New York Office on the basis of the type of work handled rather than geographically.

Mr. Ladd states he is opposed to a separate office in Brooklyn for the following reasons:

1. This action would divide a city into two Field Offices and would lead to the necessity of Agents in both offices going over into the territory of the other office.
2. It would be unwieldy and impractical in administration.
3. There would be a duplication of overhead.

Mr. Ladd believes that a division of the work in the New York Office could be had by setting up a special squad operating separately to handle major special cases. This would require two Special Agents in Charge but the work could be coordinated by an Assistant Director who would follow the administrative work of both offices.

Mr. Connelley is opposed to establishing an office in Brooklyn for the following reasons:

1. The work in practically all cases would take Agents into both Brooklyn and Manhattan. This would lead to a duplication of effort because of duplicate administrative procedures.
2. Practically all major cases require joint activity in the Eastern and Southern Districts of New York. A division would lead to difficulty and would probably require special assignment. To divide these cases between Manhattan and Brooklyn would seriously handicap efficient work in major cases.
3. The set up of the Police Department and other offices in the five boroughs would under two office set up lead to duplication. The same officials would be called on by Agents of two offices.
4. The Borough of Richmond on Staten Island is more accessible to Manhattan than to Brooklyn although it is in the Eastern District.

5. It would be necessary to search practically every case arising in Brooklyn against the files of the Manhattan Office to get the information now on file.
6. It would not be possible to materially reduce the file room personnel in Manhattan but additional file room personnel would be needed in Brooklyn.
7. The waterfront problem would be further complicated by a further division of offices. The present division between Newark and New York is undesirable and should be eliminated. The analogies to the New York-Newark division which presently exists does not apply to the present case. It is already necessary for the New York Office to extend its operations into the Newark Division to effectively cover important situations and developments in important cases.
8. If Agents of a Brooklyn Office and a Manhattan Office were authorized to go into each others Districts there would be confusion between persons contacted. It is doubtful that adequate space can be obtained in Brooklyn.

Mr. Connelley offers as an alternative suggestion that there be a further division of work in the New York Division between competent Supervisors, making them take full responsibility for work under them with only general responsibility on the part of the Special Agent in Charge. If additional space is obtained this should relieve the situation in New York. A competent employee should be placed in charge of all major cases in the New York Office and adequate personnel should be established in major cases either in the building occupied or outside.

Mr. Connelley indicates that he believes the problem should be attacked with the idea in mind of working out a satisfactory operation with the offices presently located rather than having a separate office.

Mr. Gurnea is opposed to opening a new office in Brooklyn ~~inasmuch as~~ for the reasons which have been previously stated and also for the following:

1. The results would not justify the change. There would be so many serials which would have to be copied that too much work would be involved.
2. There would be tremendous confusion in setting out leads.
3. Difficulties would arise during surveillances.

Mr. Gurnea states that he believes the possibility of obtaining considerably more space in our present building at Foley Square has not been fully explored. He thinks that appropriate administrative break downs can be accomplished if sufficient space can be obtained.

Mr. Gurnea thinks that a Bureau official should continue to be responsible for the entire New York area irrespective if the work is sub-divided administratively or geographically.

Mr. Drayton is opposed to the change for the following reasons:

1. 75% of the cases now in New York would have leads in both offices. There would be a tremendous amount of paper work involved in setting out leads from New York to Brooklyn and from Brooklyn to New York.

2. The amount of work pending would probably not reduce the personnel in New York by not more than 50 Agents.

Mr. Drayton makes the suggestion that commercial space be obtained in lower Manhattan and there be moved out of the present New York Office the following personnel: Accountants; Agents investigating applicants; Agents investigating Selective Service Cases; and a few similar classifications which require only brief references to indexes and files. He believes that as many as 150 Agents could be taken out of the New York Office proper by this arrangement and a correspondingly adequate number of employees, of a clerical type.

Respectfully,

H. H. Clegg

LAH:BG

July 20, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CJL/oms

Those present: Messrs. Tolson, Glavin, Rosen, Kramer,
Quinn Tamm, Carson, Hendon and Hince.

1. The Conference reviewed the preparations for the graduation
exercises for the 19th Session of the FBI National Police Academy and
recommended the following program:

Call to Order and Introduction of Father Lloyd	Mr. Hince
Invocation	Father Lloyd
Introduction of President of the Graduating Class	Mr. Hince
Address	President of the Graduating Class
Presentation of the Director	Mr. Hince
Address	The Director
Introduction of Dr. Poling	The Director
Address	Dr. Poling
Introduction of Secretary Knox	The Director
Address	Secretary Knox
Recommendation for the Awarding of the Diplomas	Mr. Hince
Awarding of the Diplomas	The Director
Benediction	Father Lloyd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

It will be noted that the only variation from the usual procedure here
is that the Director is being listed alone to award the diplomas. This arrangement
was approved by the Conference because the Attorney General has indicated that he

66-2554
NOT RECORDED

will not be present and the Solicitor General as well as The Assistant to the Attorney General will be out of the city. It was not thought desirable to go any further in the Department. If approved, Mr. Hince will read the names of the graduates and the diplomas will be handed to the Director for presentation.

2. The Conference recommended that any members of the IACP Committee on Police Training who appear and Mr. Edward J. Kelly, Executive Secretary of the IACP, if he appears, be seated on the platform. The people on the platform, therefore, will be the following:

1. The Director
2. Secretary Knox
3. Dr. Poling
4. Father Lloyd
5. Mr. Hince
6. Any members of the IACP Committee on Police Training and Mr. Edward J. Kelly of Rhode Island
7. Mr. Jack Carley, if he is in the city

There is attached a proposed seating arrangement. It will be noted that in the first row, from left to right facing the stage, will be: Mr. Carley, Secretary Knox, the Director, Mr. Hince, Dr. Poling and Father Lloyd. In the second row, from left to right, would be: Messrs. E. J. Kelly, Broughton, Woods, Kavanaugh and Sullivan.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin

WRG:lrd

July 19, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Clegg, Carson, Kramer, Hendon, Rosen, Hince, Quinn Tamm and Glavin considered a memorandum submitted by Mrs. Skilling, nurse, concerning sick calls made by her.

Mrs. Skilling recommends that in cases where an employee has been visited at least three times and the sick leave is not legitimate, no further visits be made to such an employee. She points out that it would be a waste of time that might be given to those who are really ill and would appreciate the visiting service.

The Conference recommends that this procedure be followed. The Conference further feels that if an employee is visited on three occasions and it appears that sick leave is not justified that administrative action be taken by the Bureau to separate that employee from the service. It was pointed out by Mr. Quinn Tamm during the Conference's discussion of this matter that the nurse at times makes comment in her memoranda that the employee did not appear to be sick; however, the employees, when the matter was discussed with them, would point out that they were ill in the morning but perhaps after a visit to the doctor or by taking home remedies had recovered to some extent by the time the call had been made.

This matter has been discussed with Mrs. Skilling who advises as follows: that when she makes the reports questioning the sickness of any employee she is most certain of her views and is convinced in her own mind that the employee perhaps is a malinger rather than one who is ill. She will continue to bear this matter in mind in submitting reports covering

Mr. Tolson
Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

66-2554-
NOT RECORDED

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/9/90 BY SP5CJ/UMS

ORIGINAL FILED IN 66-2087-1847

WRG:lrd

July 19, 1942

MEMORANDUM FOR THE DIRECTOR

The Conference consisting of Messrs. Clegg, Carson, Kramer, Hendon, Rosen, Hince, Quinn Tamm and Glavin considered a suggestion submitted by Mr. Tracy that there be installed in the Communications Section a 5 x 8 card index file where all new employees can secure information as to approved places where they may secure immediate accommodations and/or board and room for temporary or permanent residence.

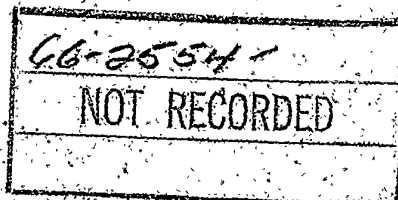
Mr. Tracy pointed out that the increase in housing shortage in the District of Columbia has made it very difficult for new employees particularly to secure satisfactory residence accommodations. He further recommends that the file presently maintained in Mr. Clegg's office for the benefit of the retrainees, new agents and NPA students be combined with the proposed file and maintained as one file in the Communications Section. The Communications Section is recommended for the reason that it is open for 24 hours a day and the information will be available immediately upon the arrival of retrainees or new employees prior to the beginning of their class. Mr. Tracy submitted a sample form to be utilized.

The Conference is in unanimous agreement that such a record should be maintained in the Communications Section and should the Director approve, immediate steps will be taken to have such a record set up in that section.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/2/90 BY SP5CJL/DMS

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson 230 _____
 Coffey _____
Hendon _____
Kramer _____
Quinn Tamm _____
Glavin _____
Tracy _____

lah;hd;jbw

July 18, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Quinn Tamm, Kramer, Rosen, Hendon, Carson, Hince and Clegg present, considered the proposed entertainment for the banquet to be held next Thursday night at the Mayflower Hotel by the Graduating NPA Class.

From 7:30 to 8:30, during the dinner, a three-piece strolling orchestra will play and sing. During this period, there will also be some other entertainment.

From 8:30 until 9:00, Little Jack Little and his group will play and sing.

From 9:00 to 9:15, there will be music by Sidney's Orchestra.

From 9:15 to 9:30, Evelyn Knight will sing and play.

Following the above, it is expected that the President will make a very brief greeting, and the Director and Judge Holtzoff will be called upon to make some remarks. Mr. Jack Carley may also be called upon to speak, if present.

The Conference approved the above program.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 8/2/90 BY SP5AL/MS

W. R. Glavin,
Secretary

66-2554-
NOT RECORDED

ORIGINAL FILED IN 100-33013

191
58 AUG 8 1942
JBW

[Handwritten signature]

JOHN EDGAR HOOVER
DIRECTOR



RPK:CSH

CC-287
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 18, 1942

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Rosen, Hendon, Clegg, Hince, Carson and Kramer, considered the suggestion made by the liaison section of the Security Division to the effect that a direct line be installed from the Bureau's switchboard to the office of Lieutenant Floyd Truscott of ONI. This office in ONI handles the bulk of the telephonic requests of the Bureau and it is felt, both by the ONI officers and by our supervisors, that the work could be considerably expedited if a direct line were available.

The Executives Conference was of the opinion that such an arrangement would be desirable and, accordingly, if you approve, arrangements will be made by the Chief Clerk's Office for the installation of such a direct line.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

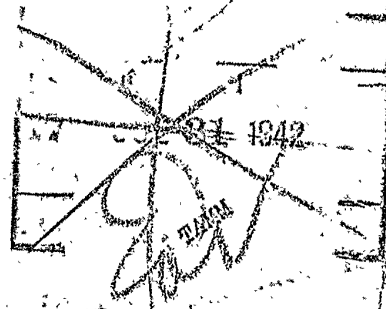
Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Carson ✓
Mr. Coffey ✓
Mr. Hendon ✓
Mr. Kramer ✓
Mr. McGuire ✓
Mr. Harbo ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓
Miss Gandy ✓

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

Memo # 37 to Dept
7/27/42
Jan



LAM:JBW

July 18, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Krazier, Quinn Tamm, Rosen, Hendon, Carson, Clegg and Hince, considered Mr. Hince's suggestion that a special tour of the Bureau and 2 hours of instruction be provided to the employees of the Distribution Section of the Office of Censorship.

There has been a recent reorganization in the Office of Censorship which took away from Colonel Corderman and Captain Fenn the job of distributing censorship material after it arrives in Washington. This Distribution Section was set up under Mr. A. D. Burford. It would be highly important for these distributors to understand thoroughly what the Bureau needs and wants so that we will have allocated to us all the submission slips of value.

Mr. Hince pointed out to the Conference that the furnishing of 2 hours of instruction and the tour of the Bureau would not be for the benefit of the distributors but will be for the benefit of the Bureau since they will be better trained to give us better service.

There are about 60-distributors and, if approved, they will be handled in groups of 15 on 4 successive Wednesday afternoons, beginning July 29, 1942, from 2:00 to 5:00 P.M.

The Conference approved the suggestion that they be given discussions of 15 minutes' duration by Messrs. Kimball, Traynor, Strickland, Alden, Carson, Lumford and Hince or, in their absence, suitable alternates.

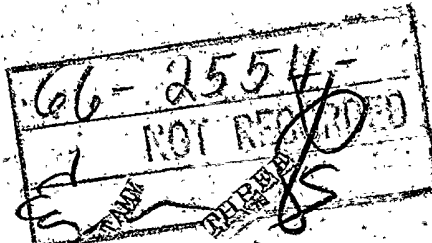
Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP3/clm/s



[Handwritten signature]

QT:mac

July 17, 1942

Mr. J. C. ~~Thomason~~
Prosecuting Attorney
Department of Law
Knoxville, Tennessee

Dear Mr. Thomason:

I wish to acknowledge receipt of your communication of July 3, 1942 concerning the case of C. B. (Pat) Wells, Chief of Detectives of the city of Knoxville.

You are advised that this Bureau will furnish testimony in this particular case concerning the fact that Wells requested a copy of the record of an individual named Frank Moore and that this record was furnished to Chief Wells. It will be possible to produce the original communication requesting this information.

It is further noted that copies of the records furnished by this Bureau from its Identification Division have a very prominent notice placed upon the bottom of the record which states "Notice: This record is furnished for official use only." It will be possible to point out that it is within the province of this Bureau to restrict information to any law enforcement agency in case that information is being misused. It will be appreciated if you will advise as to the exact time this testimony is needed.

Sincerely yours, -

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

JUL 18 1942 P.M.

18 12 09 PM

The above letter was approved by the Executive Conference.

RECEIVED-ROOM

RECEIVED-ROOM

18 12 46 PM

Enclish

July 11, 1942

Special Agent in Charge
Springfield, Illinois

Dear Sir:

Reference is made to your letter dated July 10, 1942, concerning your convening of a United States Attorney's Conference of the Eastern District of Illinois relative to suggested questions he has in connection with the proposed or recommended Special Agent in Charge of this Bureau.

This is to advise you that Mr. Foreman did not make any suggestions before the United States Attorneys' Conference. His suggestions were made privately to Mr. Clegg of the Bureau who attended the Conference.

The matter involving Mr. Foreman's suggestions has been given consideration by the Bureau. It is strictly outside the jurisdiction and function of the Bureau to determine what law has been violated. This is the function of the United States Attorneys. It is the Bureau's job to get the facts, and if the facts constitute a Federal violation the decision is left to the United States Attorney. If would-be defendants are to be indicted, it would be needed by the United States Attorney's Office rather than by the Bureau.

The Bureau does not encroach on the prerogatives of United States Attorneys, as it was indicated by Mr. Foreman that some other Federal agencies do; by suggesting which statute may have been violated, and the Bureau does not aim to inaugurate this practice since the Bureau's policies have proven themselves to be well founded in this connection.

Very truly yours,

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,613
DATE 9/9/90 BY SP5C110MS

John Edgar Hoover
Director

APPROVED by the Executive Conference 7-11-42 consisting of Messrs. Tolson, Kramer, Carson, Nichols, Rosen, Tracy, Quinn Tamm, Hince and Clegg

16 AUG 1 1942

66-2554-
NOT RECORDED

ORIGINAL FILED IN 94-1-1-73-219

HHQ:BG

July 15, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Kramer and Clegg being present, recommended that the booklet, WAR DUTY SUGGESTIONS FOR POLICE, be distributed to field offices for dissemination. The first distribution would be at the quarterly police conferences and then the reserve supply would be available in the field offices for distribution proportionately to the various police departments. There will be a total of approximately 200,000 of these booklets prepared and, based upon figures now being compiled by Mr. McGuire as to the proportionate distribution among field offices, if approved the attached letter will be sent to the Special Agents in Charge with instructions consistent with this recommendation.

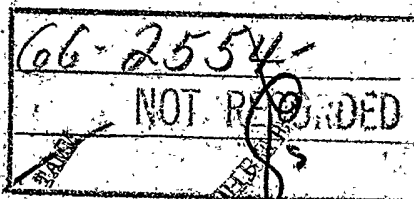
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin cc-Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/1/90 BY SP5C/Loms



ORIGINAL FILED IN

94-36-12-741

59 JUL 29 1942

LBN:WGR

July 14, 1962

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Wince, E. Tamm, Tracy, Rosen, Carson, Nichols, Clegg, and Kramer, reconsidered the matter of mimeographing reports on both sides of the paper. It was the unanimous view of the Conference, after more facts had been obtained, that this practice was false economy and that we should go back to the old procedure of mimeographing the reports on one side of the page only.

If approved, a letter to all Special Agents in Charge is attached.

Respectfully,
For the Conference

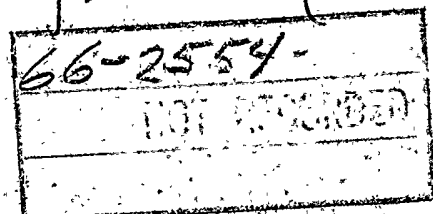
Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/21/90 BY SP5CJL/MS



ORIGINAL FILED IN 66-2554-147

July 13, 1942

SJT:BT

THE DIRECTOR

RE: RADIO OPERATOR PERSONNEL

It was suggested by the Laboratory that the Bureau's Manual of Rules and Regulations be made available to all radio operators in such as they were at times required to handle assignments alone and at other times to operate on their own initiative.

The Conference, consisting of Messrs. Tolson, Clegg, Carson, Kramer, Rosen, Nichols, C. Tamm, and Tracy, unanimously recommended that one copy of the manual be charged to each radio station or location and that all radio operators be held accountable for a knowledge of its contents.

If approved, steps will be immediately taken to send one copy to each radio station.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

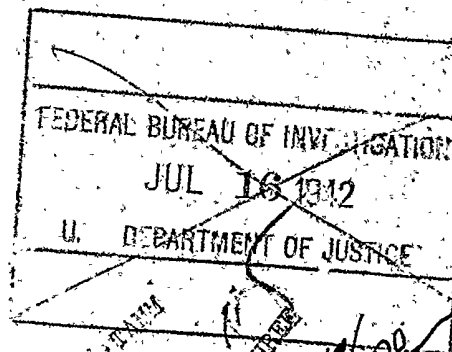
E. R. Glavin
Secretary

Executive Conf

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg cc Mr. Glavin _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 3/2/96 BY SP5CJL/MS

55 JUL 25 1942



ORIGINAL FILED IN 30-646

July 11, 1942

CHG:mjx

THE DIRECTOR

There has been a recent tendency for Supervisors lecturing to In-Service Training Schools to receive a number of inquiries from members of the classes while in session concerning SIS work. There are, at the present time, no lectures on SIS whatsoever given to In-Service Schools or to new Agents, and no lecturers appear before the Schools from the SIS Division.

This matter has been considered by the Executive Conference, Rogers, Tolson, Tracy, Nichols, Clegg, Rosen, Quinn Tamm, Hines, Kramer, and Carson being in attendance. The Conference unanimously agrees that for the present the best procedure of handling this matter is to have Agents attending the In-Service or new Agents' Schools making inquiries of the Supervisors or the lecturers before the classes told that confidential undercover assignments of any type cannot be discussed in the class but that anyone interested in connection with this matter should get in touch with Supervisor Carson, of the SIS Division. Any members of the In-Service School who express interest in SIS can then get in touch with Supervisor Carson and the matter can be properly and discreetly discussed with them, particularly as to the extremely confidential nature of this work, and also the possibilities of obtaining such an assignment. These individuals can be referred to the SIS Division and talked to by Supervisor Carson or, in his absence, by some other Supervisor in the SIS Division.

If you approve, proper instructions will be issued to Supervisors lecturing before In-Service and other Schools in the above matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 9/3/90 BY SP5C110MS

INITIALS ON ORIGINAL - 8

Respectfully,
For the Conference,

Glyde Tolson,
Chairman

H. Glavin,
Secretary

56 JUL 20 1942

66-2554

NOT RECORDED

ORIGINAL FILED IN 1-19-740

Ed
DFK
CH

July 11, 1942

CHC:bjw

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/19/96 BY SP5C110MS

The Executive Conference, Messrs. Tolson, Tracy, Nichols, Clegg, Rosen, Quinn Tamm, Hince, Kramer, and Carson being in attendance, considered the attached letter from Special Agent M. Joseph Lynch, presently assigned at [redacted] as liaison representative with the [redacted]

b7D

It will be noted that Special Agent Lynch suggests that leads and other requests for investigation in [redacted] from field offices not maintaining liaison with officials of the [redacted] because of their [redacted] location be forwarded to Lynch in order that he might have the necessary inquiries conducted by the [redacted] and then forward the replies to the appropriate field offices, furnishing copies to the Bureau.

b7D

It should be noted that the present practice is that [redacted] offices, those offices of the F.B.I. located along the United States [redacted] maintain fairly close liaison with officials of the [redacted] stationed along the [redacted] and in this manner leads in the border area are covered through this liaison. Interior offices of the F.B.I. frequently direct leads to F.B.I. border offices where the investigation is obviously in the border area. This procedure has worked out quite satisfactorily in the past. All field offices of the Bureau at

b7D

Mr. Tolson present correspond with the Bureau requesting inquiry in [redacted] where the investigation is to be conducted in areas other than border areas except in those instances where such inquiry in the interior of [redacted] arises or grows out of investigation be handled by F.B.I. border offices and [redacted] In the latter instances ordinarily [redacted] takes care of the necessary investigation within [redacted] without the Bureau Field Office interested directing any leads to the Bureau for such action to be taken. There are also instances in connection with which Bureau Agents are authorized to proceed to [redacted] particularly to [redacted] from the New York or England offices. In special instances prior Bureau authority must be obtained in connection with such matters.

Mr. Ladd [redacted]
Mr. Nichols [redacted]
Mr. Rosen [redacted]
Mr. Tracy [redacted]
Mr. Carson [redacted]
Mr. Coffey [redacted]
Mr. Hendon [redacted]
Mr. Kramer [redacted]
Mr. McGuire [redacted]
Mr. Harbo [redacted]
Mr. Quinn Tamm [redacted]
Tele. Room [redacted]
Mr. Nease [redacted]
Miss Beahm [redacted]
Miss Gandy [redacted]

The Conference was unanimously of the opinion that the present procedure should be continued and that Agent Lynch's suggestion should

100-2554-
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JUL 15 1942

ORIGINAL FILED IN 100-2554-17

Memorandum for the Director

Page 2.

not be adopted inasmuch as the adoption of such suggestion would probably multiply the detail to be handled by him and probably necessitate additional personnel to be assigned to him for the handling of these matters, particularly in connection with periods during which he might be absent from Canada for conferences in the United States and the various field offices would not be advised of the absences.

If you approve, Mr. Lynch is being accordingly advised in the attached letter.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

E. B. Glavin,
Secretary

Attachment

RPK:WGR

July 11, 1942

THE DIRECTOR

The Executive Conference considered the attached form letter to be used in advising the field of possible identifications with criminal records for subjects of Selective Service cases.

The Conference approved the use of this form since it will make the handling of these matters much simpler and will save time.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

Enclosure

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

U.S. DEPT. OF JUSTICE
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RECEIVED-DIRECTOR
JUL 13 7 19 PM '42

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Ref

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D/r

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C11DMS

ORIGINAL FILED IN 66-6200-25-353

LAH: EEM

July 7, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 322,013
DATE 8/8/90 BY SP3C/10ms

The Executive Conference, Messrs. E. A. Tamm, Ladd, Carson, Tracy, Clegg, Hendon, Kramer, Laughlin, Nichols and Hince, made the following recommendations with respect to the Graduation Exercises for the FBI NPA to be held July 25, 1942:

1. It was recommended that a stenotype operator be furnished by the Chief Clerk's Office to record the proceedings at the Graduation as usual. A memorandum to Mr. Glavin is attached.

2. It was recommended that invitations not be sent to all Graduates because of transportation difficulties, the emphasis on discouraging travel, and the fact that a large number of Graduates are now in active service with the Bureau.

3. It was recommended that the usual printed invitation be sent to all visiting lecturers.

4. It was recommended that Bureau employees at the Seat of Government be invited to attend and bring members of their families. A memorandum to all Bureau employees will be sent if approved.

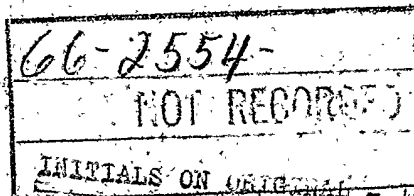
5. It was pointed out at the Conference that an insufficient number of employees may appear at the Exercises and that the first floor of the Departmental Auditorium might not be filled. In this event, the Conference recommends that appropriate steps be taken to insure the attendance of a sufficient number. These employees, it was recommended, would be obtained from the Identification Division and the Files Section.

6. The Conference recommended that the members of New Agents' and In-Service Classes who are in Washington on July 25 attend these exercises.

7. The Conference recommended that the following Departmental officials be invited to attend:

Mr. Tolson		
Mr. E. A. Tamm		
Mr. Clegg		
Mr. Glavin		
Mr. Ladd		
Mr. Nichols		
Mr. Rosen		
Mr. Tracy		
Mr. Carson		
Mr. Coffey		
Mr. Hendon		
Mr. Kramer		
Mr. McGuire		
Mr. Quinn Tamm		
Mr. Nease		
Miss Gandy		

The Attorney General (already invited)	Alexander Holtzoff	Robert M. Gates
Charles Fahy	Ugo J. A. Carusi	Daniel F. Lyons
James Rowe, Jr.	A. Devitt Vanech	Oscar Cox
Thomas D. Quinn		Dean Dickinson



ORIGINAL FILED IN 1-4

8. The Conference recommended that the following members of the IACP Committee on Police Training be invited: John L. Sullivan, Andrew J. Kavanaugh, John F. Woods, and J. M. Broughton. It was also recommended that Edward J. Kelley, Executive Secretary of the IACP, be invited.

9. The Conference recommended the following escorts for the speakers and distinguished guests at the Graduation Exercises:

The Attorney General (if he accepts)	S. J. Tracy
Secretary of Navy Knox (if he accepts)	Jerome Doyle
Dr. Daniel A. Poling	R. S. Wahab
Reverend Robert S. Lloyd	E. A. Soucy
Superintendent Edward J. Kelly	A. E. Leonard
Chief John L. Sullivan	B. M. Suttler
Superintendent Andrew J. Kavanaugh	R. P. Kramer
Chief J. M. Broughton	C. P. Breese
Chief John F. Woods	Roswell E. Smith

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

REK:TD

June 10, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Tracy, Nichols, Carson, Rince and Kramer, considered the following suggestion submitted by Special Agent Robert E. A. Boyle:

Agent Boyle suggested that Bureau Bulletins be issued outlining in some detail the results of the various investigations in the larger espionage cases and specifically detailing information as to the espionage school conducted in Germany, types of persons German agents are instructed to contact in the United States and similar matters.

RECOMMENDATION: Unfavorable. It was pointed out in the Conference that all of these matters are discussed in detail both before the New Agents schools and In-Service Training schools, so that all Agents are currently advised as to information of this nature. It is felt that this procedure is preferable to outlining the information in written form and that no additional benefit would be derived from the issuance of such bulletins.

The employee has been advised of the action taken on this suggestion.

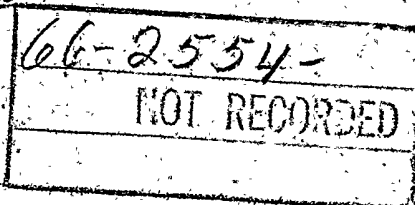
Respectfully,
For the Conference,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CJL/DMS



ORIGINAL FILED IN 66-2554-176

HHC:JEW

July 6, 1942

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Quinn Tamm, Glavin, Kramer, Carson, Ladd, Hendon and Clegg being present, considered the preparation of Bureau bulletins.

It was felt that the type being used in printing bulletins was too fine to make it easily legible, and it was recommended that the Bureau resume printing the bulletins with the size type previously used, a sample of which is attached as the second enclosure.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Enclosures

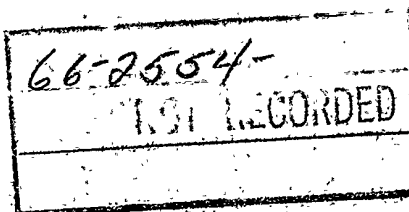
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

55 JUL 25 1942

JEW

172



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/31/90 BY SP5C110MS

HEC:JHW

July 6, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Glavin, Kramer, Carson, Ladd, Hendon and Clegg, considered the existing instructions for the operation of the in-service school which are that in each instance when an in-service Agent rises to his feet to ask a question, to answer a question or to make any comments, he must disclose his identity and the office to which he is assigned. The observation has been made that this appears rather ridiculous after it has been done four or five times.

The Executive Conference recommended that in the future the procedure be for the class members to stand at the opening session, make known their identity and the office from which they come, and that the practice of giving this information each time they rise not be required.

Since the class roll, arranged in the same sequence in which the students are seated, appears on the lecturn any instructor will be able to identify a speaker by examining the class roll.

If approved, this action will be followed in the future.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____ cc - Mr. Glavin
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CNDMS

JPW
52 JUL 17 1942
172

61-2554-
NOT RECORDED

HHC:JBW

July 1, 1942

PERSONAL AND
~~CONFIDENTIAL~~

Mr. M. E. Gurnea
Federal Bureau of Investigation
U. S. Department of Justice
One Eleven Sutter Building, Room 1729
San Francisco, California

Dear Mr. Gurnea:

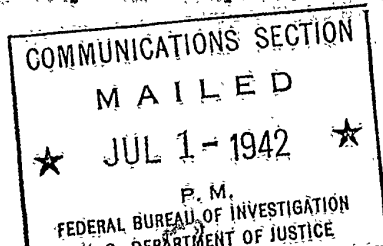
Reference is made to your letter dated June 23, 1942, concerning the listing of a number of old administrative files in the Los Angeles Office which you believe should be destroyed. This matter has been considered by the Bureau, and it is found to be inadvisable that these files be destroyed, nor does there appear to be proper authority for the destruction of the files.

In the event these and similar files are so voluminous in number as to require a great deal of active storage space, it may be well to consider getting dead storage space in some other building or in some other part, such as the basement or attic, of the same building in which the office is located for the purpose of storing this material which should be needed for reference purposes only at most infrequent intervals.

You may be guided by this suggestion in your further surveys and inspections of field offices.

Sincerely yours,

John Edgar Hoover
Director



Approved by Executive Conference 6-30-42 consisting of Messrs. Tolson, Glavin, Quinn Tamm, Kramer, Rosen, Carson, Ladd, Tracy and Clegg.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECEIVED - JUL 1 1942
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41
HSH:FL

July 1, 1942

MR. TRACY

Re: SPECIAL CONTACT EMPLOYEE IN IDENTIFICATION
DIVISION.

It is requested that a ruling be obtained from the Chief Clerk's Office relative to the situation presently existing in the Identification Division.

First, will it be possible to have a Bureau car assigned to the Identification Division for the exclusive use of the special contact employee. It is necessary that he make trips to the Army and Navy buildings located outside the Metropolitan Area.

Secondly, if the exclusive use of an automobile cannot be arranged, will it be possible for the special employee to submit an expense account setting forth his daily expenditures of fares paid on Virginia service buses.

As an illustration, this employee today is handling a teletype the answer to which is desired immediately; however, there is no Bureau car which can be made available to the Identification Division's special employee and therefore the teletype cannot be handled until the following day. *Due to time received and no automobile to contact Navy and bus service to slow -*

As a matter of information, this employee is furnished with a weekly street-car pass but no provision for travel in Virginia is made.

Mr. Tolson _____
Mr. E. A. Tamm _____ Your advice in this regard will be appreciated.
ADDENDUM: 7/21/42 (mac) The above matter was
discussed informally at the Executive Conference
and it was decided to issue special contact
employees travel authorities so they may submit
expense accounts. I am very definitely opposed
to the making of Bureau automobiles available,
as was the Conference.

Respectfully,

H. S. Hallett

Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

243
50 AUG 27 1942
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/96 BY SP5C11DM5

66-2554-
NOT RECORDED
INITIALS ON ORIGINAL

66-1631-

70

July 1, 1942

2

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, L. B. Nichols, R. P. Kramer, R. C. Hendon, H. H. Clegg, S. J. Tracy, G. H. Carson, D. M. Ladd, and R. H. Laughlin considered the suggestion made by Mr. Robert Milne of the Chief Clerk's Office with regard to disposing of old manuals when new ones are issued.

It was pointed out to the Conference that in the past the Bureau has requested that old manuals be forwarded to the Bureau from the individual Field Divisions. These old manuals are not checked to see that all pages are present and it has developed into quite a problem to dispose of these manuals since they cannot all be burned at the same time. Mr. Milne suggests that when the receipt for the new manual is filled out, each individual Agent in Charge be required to certify on such receipt that the old manual has been destroyed and properly disposed of. In other words, the Agent in Charge of each Field Division will be responsible for the disposal of old manuals when new ones are received.

Messrs. E. A. Tamm and L. B. Nichols are opposed to this suggestion. Messrs. Kramer, Hendon, Clegg, Tolson, Glavin, Tracy, Carson, Ladd, and Laughlin recommend favorably and believe that it is unnecessary to have such manuals sent into the Bureau for disposal.

If you approve the majority suggestion, such arrangements will be made and the individual Agents in Charge appropriately advised when the new manuals are distributed.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

59 AUG 8 1942

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/8/96 BY SP5CIBMS

BHG:JLF

July 1, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Kramer, Rosen, Carson, Ladd, Tracy and Clegg, considered the recommendation of Mr. Hicks, based on advice he received from officials at Quantico, that we should wait for six months before having the interior painting done in the new annex to the FBI Academy building and that we defer the painting of the interior of the old portion of the building so that it all may be done at the same time. It was felt by the officials at Quantico that chemicals in the plaster would cause a discoloration and peeling and that additional coats of paint would not be satisfactory after a few weeks.

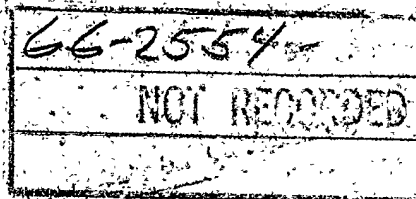
If this is approved, the painting will be deferred.

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____ cc - Mr. Glavin
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Hoffmann _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CML/oms

ORIGINAL FILED IN 66-12044

July 1, 1942

RHL:FG

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, L. B. Nichols, R. F. Kramer, R. C. Hendon, H. H. Clegg, S. J. Tracy, C. H. Carson, D. H. Ladd, and R. H. Laughlin considered the suggestion made by Lawrence W. Towner of the Identification Division with regard to changing the procedure in mailing out the "Investigator." At the present time the copies of the "Investigator" are stamped in the Mechanical Section with the name of each individual belonging to the FBIRA and they are then sorted in the Movement Section of the Chief Clerk's Office in accordance with the assignment of the individual employees.

Mr. Towner pointed out that in making this distribution for the latest issue a total of 77 man hours were required and he suggests that a list of the members of the FBIRA be arranged according to Division and copies of the list sent with an appropriate supply of the "Investigator" to each Division and Field Office for distribution. The Conference believes that the time and effort necessary to keep a list up to date would be as much if not more trouble than the present system, and therefore, recommends unfavorably as to this suggestion.

Mr. Laughlin offered the suggestion that the "Investigator" be made available to each and every employee of the Bureau regardless of whether or not they were a member of the FBIRA. Mr. Laughlin pointed out that the "Investigator," while certainly a magazine of the FBIRA, was also a semi-official publication of the Bureau; and that in view of the amount of effort necessary to be sure that the "Investigator" was sent only to those who were members of the FBIRA and the further fact that by far the majority of employees are members, it should be made available to each employee. The

Mr. Tolson of the Conference was opposed to this suggestion.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

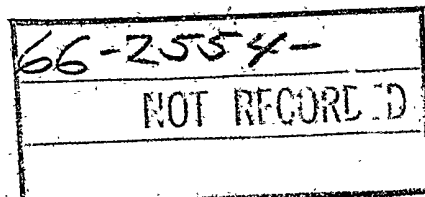
Miss Gandy

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C110MS



ORIGINAL FILED IN 94-3-2

JUL 1 1942

huc;hd

June 26, 1942

Special Agent in Charge
Knoxville, Tennessee

Dear Sir:

Reference is made to your letter dated May 27, 1942, instructing that Field Offices prepare an index of interesting and instructive memoranda in Field Offices.

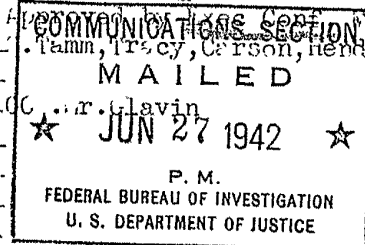
The Bureau can not, of course, prepare these indices for the various Field Offices since the file numbers vary in each office and the index is not complete without the file number being shown.

This work should be done in your office.

Very truly yours,

John Edgar Hoover
Director

6/20/42
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



Mr. Tolson, Mr. E. A. Tamm, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Tamm, Mr. Tracy, Mr. Carson, Mr. Hendon, Mr. Hince, Mr. Kramer, and Mr. Clegg present.

Handwritten signature and initials.

lah:hd

June 26, 1942

THE DIRECTOR:

The Executive Conference, Messrs. E. A. Tamm, Ladd, Carson, Tracy, Clegg, Hendon, Kramer, Laughlin, Nichols and Hince, considered further the question of the taking of gas masks to the basement shelter area by employees during air raid drills and actual air raids.

The Conference made the following recommendations:

1. That employees not take masks to the basement during air raid drills, as the Director has previously indicated.

2. That in view of the fact that Civilian Defense officials have indicated that there will be completely unannounced air raid drills, that employees be instructed that they should not take gas masks to the basement during announced drills, but when they have not been informed, that a drill is to be held, they should take masks with them upon hearing the air raid signal. Such a regulation will be necessary, the Conference believed, in order to take care of any situation in which an actual air raid occurs.

3. The Conference also recommended that in view of the fact that new clerical employees are not now being given gas masks, that these masks be reallocated on the basis of the number of employees in each Division on each shift so that there will be a sufficient number of gas masks for all employees on any shift.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

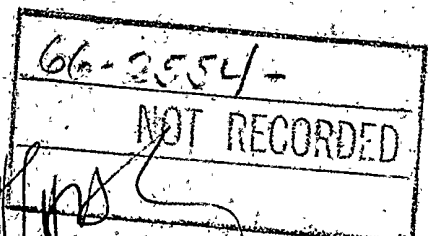
W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC. Mr. Glavin

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/AM/S



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June 25, 1942.

THE DIRECTOR

The Executive Conference, headed by Mr. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, R. H. Laughlin, Hendon, Carson, Bremer, Glavin, Tracy and Quinn Tamm being present, considered a suggestion submitted by the Identification Division that, in order to conserve space, the Identification Division be permitted to destroy extra copies of criminal records and extraneous material contained in fingerprint jackets. It is noted that, as each fingerprint card is received in the Bureau and incorporated in a man's record, an extra copy of the record at that time is maintained in the fingerprint jacket for possible future reference in the clearing of errors. These are not original records but are copies of the fingerprint records. It is noted that the original copy of the record consists of the duplicator master which is a permanent part of the Identification Division's files.

RECOMMENDATION

The conference recommends that the Identification Division destroy duplicate copies of criminal records appearing in fingerprint jackets and that the only copy of the records maintained in the jacket be duplicator masters and the last copy of the record which has been run off.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing it.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson, Chairman

R. H. Glavin, Clerk

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/90 BY SP5CJL/MS

Enclosure

51 AUG 29 1942

66-2554-
NOT RECORDED

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66-1631-

2

June 25, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, C. H. Laughlin, Hendon, Carson, Glavin, Egan, Tracy and Quinn Tamm being present, was advised that the Identification Division had received approximately one hundred twenty-five thousand personal identification fingerprint cards from the Territorial Office of Civilian Control, Division of Registration, Honolulu, T. H. It was pointed out that these fingerprint cards, as well as approximately three hundred thousand more which are expected, consist of the finger impressions of all civilians in the Territory of Hawaii. It was noted that these are recorded on the personal identification fingerprint form and normally would not be handled because of the present condition of the Identification Division's work.

RECOMMENDATION

The Conference feels that these fingerprint cards are being transmitted to the Bureau for the purpose of identification in case of air raids in Hawaii. Consequently, some consideration should be given to placing these fingerprint cards in the files and it recommends that no the work of the Identification Division permit a few employees be instructed to classify and file the personal identification prints received from Hawaii.

If you approve, there is attached hereto a memorandum to the Identification Division re instruction; 26.

Respectfully,
For the Conference

W. L. Tolson, Chairman

C. H. Glavin, Secretary

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Kramer _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Enclosure

243

66-2554-
NOT RECORDED
ORIGINALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CJMS

ORIGINAL FILED IN

QT:mec

June 25, 1942

Sugg. No. 65

Employee: Joseph I.
Matthews, Jr.

THE DIRECTOR

Members Present: Tolson, E. A. Tamm, Ladd, Clegg,
Nichols, R. H. Laughlin, Hendon, Carson, Kramer, Hince, Tracy
and Quinn Tamm.

Employee suggests: That when an employee of the Technical
Section in the course of his current work locates an error which has
been previously made he be given credit to the extent that one error
will be subtracted from his total number of errors made for the
month, thus to some degree increasing his net index. The present
rule in the Identification Division is that if an employee locates
an error previously made and such error was made by the employee
so locating it, the error is not charged to the employee. In ad-
dition, the employee is given credit for one additional search
which in this manner increases his net index.

RECOMMENDATION

The Conference wishes to advise that this matter has
previously been considered and that the present rule in effect in
the Identification Division is believed to adequately cover the
searching procedure of the Technical Section.

Employee advised by letter.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

66-2554-
Glyde Tolson Chairman

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F. B. I.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5CIBMS

ORIGINAL FILED IN 66-16341

WRG:NTS

August 15, 1942

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/9/90 BY SP5C110MS

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Quinn Tamm, Rosen, Tracy, Kramer, Carson, Hendon, and Glavin, considered the proposed transfer of the Memphis Field Office to Nashville.

It was pointed out to the Conference that from a review of the pending work it is shown that there are 366 cases pending in the City of Memphis and only 211 in the City of Nashville, that there are approximately 73% more cases pending in the City of Memphis and the area tributary thereto than in the Nashville area. SACs Kuhnelt and Wylie recommend against transferring the office from Memphis to Nashville.

It will be recalled that at one time we had an office at Nashville and due to the centering of work at Memphis the office was moved from Nashville to Memphis. It is further pointed out for the Director's information that an office located at Memphis is much better situated for the Bureau's needs than would it be at Nashville for the following reasons:

1. All political, civic and industrial activities in Western Tennessee emanate from Memphis.
2. There are three major highways extending North and East from Memphis, whereas there is only one direct highway from Nashville.

3. The area adjacent to Nashville is comparatively sparsely

Mr. Tolson populated.

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin is becoming a

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Kramer _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

4. The Memphis Office is located on the Mississippi River which is becoming a paramount means of transportation.

5. Memphis is the seat of Union activities in Tennessee.

6. There are two million negroes within twenty miles of Memphis.

7. The Commercial Appeal, the leading newspaper in the South, is located in Memphis.

8. From a political standpoint, Memphis controls the _____

66-2554-1972

NOT RECORDED
INITIALS ON ORIGINAL

4 AUG 27 1942

ORIGINAL FILED IN 66-2554-1972-3831-861

9. If the office were transferred to Nashville, it would necessitate fifteen Resident Agents in Memphis compared with the present five Resident Agents in Nashville.

10. The headquarters of the Second Army under Lieutenant General Ben Lear are located in Memphis. There are numerous other War and Navy Department establishments at Memphis.

11. All O.N.I. and G-2 activities in the district are directed from Memphis. These organizations do not even have an office in Nashville.

12. The President of the American Bar Association, Mr. Walter Armstrong, and Colonel Roane Waring who is generally ceded to be the National Commander of the American Legion, reside in Memphis.

13. The office space at Memphis costs \$1.31 per square foot and comparable space in Nashville would cost \$1.74 per square foot.

The Conference recommends against any removal of the office to Nashville from Memphis.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:jh

August 11, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hendon, Rosen, Tracy, Quinn Tamm, Hince, and Glavin, considered the suggested revision of the monthly administrative report. The following suggestions were made by the Chief Clerk's Office:

1. That the listing of the names of all Agents together with the number of days each was on duty and the number of cases assigned to each be discontinued and in lieu thereof that the totals only be furnished, with the exception that Accountants be listed in detail.

For the Director's information the old report, labelled "1", attached hereto, reflects the manner in which this information has up to the present time been furnished by the Field and the revised report, with the designation "1-A" shows how this information would be included on the revised administrative report.

The Conference recommends approval of this change.

2. It is further suggested that the cases at the end of the period as is reflected on page 2 of the Field report be not broken down into the category as "here" and "other offices" as is the case at the present time. A portion of the old administrative report, with the designation "2", reflects the manner in which this information is reported at the present time. It is the suggestion of the Chief Clerk's Office that column No. 10, showing the cases pending at the end of the period,

Mr. Tolson be combined so as to eliminate the necessity of showing the cases originating
Mr. E. A. Tamm at the office reporting and cases having other offices of origin. We would
Mr. Clegg still have the definite information concerning the number of cases being
Mr. Glavin opened by the office of origin under column No. 7. The detailed information
Mr. Ladd in column No. 10 is not needed or used at this time. In the proposed report,
Mr. Nichols labelled "2-A", is reflected the manner in which this information would be
Mr. Rosen reported should this suggestion be approved.

Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference approves the adoption of this suggestion.

3. It is further suggested that the submission of the detailed national defense report section of the administrative report be discontinued since no composite report is now made from this information.

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NOT RECORDED
INITIALS OF ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/8/90 BY SP5C/10MS

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The Conference recommends approval of this suggestion to discontinue the submission of this detailed national defense report monthly.

4. The further recommendation was made that there be listed in the report as is reflected on the suggested report labelled "4" the names of all Agents engaged in administrative, supervisory, or desk work in the Field Offices.

5. It was suggested that a tabulation be received from the Field showing the number of Agent-days work performed on technical, physical, or other types of surveillances in the particular Field Office. This information should not be difficult to secure and it will definitely show the Director the number of Agent-days work being performed on different types of surveillances by the Agent personnel of each Field Division.

The Conference recommends approval of suggestions No. 4 and No. 5.

Should the Director approve, appropriate instructions will immediately go forward to the Field in this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

August 7, 1942

LBN:NHT

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Hendon, Hince, Quinn Tamm, Glavin, Kramer and Nichols considered suggestions on the saving of paper.

1) Mr. McGuire suggested that in correspondence to and from the field pertaining to speaking engagements that only one original copy of communications be sent to the Bureau or to the field inasmuch as this information is utilized only by the Crime Records section.

2) Mr. McGuire suggests that communications from the field to the Seat of Government regarding changes in the mailing list and changes in the identities of police officials and organizations that only the original be sent to the Bureau inasmuch as this material is recorded only by Mr. Harbo, the Mechanical Section and the Crime Records Section.

3) SAC Ruggles suggested that the Bureau would save paper and extra time by having the field send only the original to the Bureau on letters involving movements of Agents.

The Executive Conference was unanimous in recommending approval of the foregoing suggestions. A bulletin is attached to all SAC's.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference,

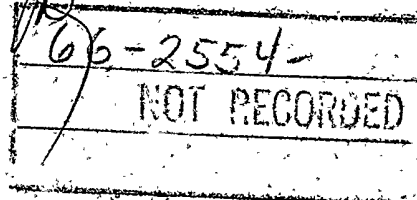
Clyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED 33013
DATE 8/8/90 BY SP5ail/pms

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INITIALS ON ORIGINAL

cc - Mr. Glavin



ORIGINAL FILED IN 66-2554-1

GT:nac

August 6, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Hince, Nichols, Hendon, Ladd, Kramer and Quinn Tamm being present, considered a suggestion submitted by Agent J. E. Buckley of the Identification Division that fingerprint cards of aliens interned during the last war be searched against the Identification Division files and filed in the Identification Division.

The Conference advises that this project was initiated in 1941 whereby fingerprint cards were obtained from the War Department of all persons interned during the last war. Some of these fingerprint cards were searched against the Identification Division files. At the same time they were searched against the administrative files for possible information as to the location of these individuals in this country. Because of the fact that the search against the Identification Division files and the administrative files was not productive the project was discontinued. Mr. Buckley recommends its revival.

RECOMMENDATION: The Conference is unanimously opposed to the searching of the fingerprint cards of alien enemies of World War One and the filing of these cards in the Identification Division files. It is felt that the Identification Division's work of a current nature is sufficient and that it should not be sidetracked for a project of this type. It was also pointed out that the cards are not suitable for filing because of the size of the cards.

If you approve, there is attached hereto a letter to Mr. Buckley

Mr. Tolson no advising him.

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

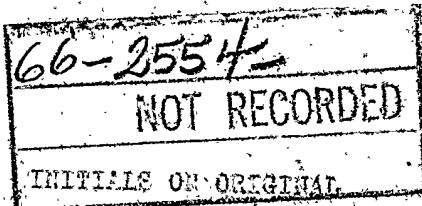
Miss Gandy

Enclosure

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/3/90 BY SP5CJL/mS

62-21068-34

ORIGINAL FILED IN

4 AUG 1942

LAH:EC

August 6, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, considered and recommended unfavorably the suggestion of Special Agent in Charge H. K. Moss of Louisville that the Bureau establish a school for police executives at this time. The Conference felt that this additional project should not be taken on during the war emergency.

A letter to Mr. Moss has been prepared.

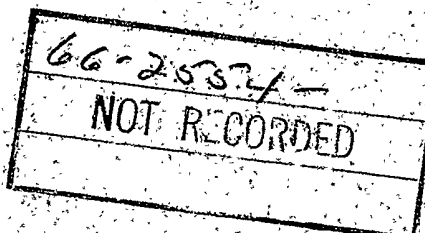
Respectfully,

For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____ cc - Mr. Glavin
Mr. Nichols _____
Mr. Rosen _____ Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/3/90 BY SP5CJ/oms

ORIGINAL FILED IN 1-47-33

U.S. DEPT. OF JUSTICE
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August 6, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Hince, Nichols, Hendon, Ladd, Kramer and Quinn Tamm being present, considered a memorandum submitted by the Identification Division concerning the handling of personal identification fingerprint cards. It is noted that the Identification Division maintains statistics on personal identification fingerprint cards by the state from which the cards are submitted. These statistics are not used at the present time. Agent J. E. Buckley of the Identification Division recommends that the recording of personal identification fingerprint cards be discontinued.

RECOMMENDATION: The Conference unanimously agrees, it being pointed out that personal identification fingerprint cards are not being handled at the present time except to record statistics. The Conference believes that it will be sufficient to simply record the number of personal identification fingerprints received without regard to locality.

If you approve, there is attached hereto a memorandum to the Identification Division so instructing it.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 333,013
DATE 8/21/90 BY SP5C10ms

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66-2554-
NOT RECORDED

ORIGINAL FILED IN 32-16546-217

WRG:lrd

August 6, 1942

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/96 BY SP5C10MS

The Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, Kramer, Hendon, Hince, Nichols, Quinn Tamm and Glavin considered a communication received from Judge Holtzoff of the Department concerning the desirability of endeavoring to secure for the investigative personnel of the Federal Bureau of Investigation the special retirement benefits that were extended a couple of years ago to those members of the staff of the Secret Service who do at least ten years' duty at the White House.

It was pointed out to the Conference that Judge Holtzoff pointed out in his communication that it may be much better to endeavor to secure legislation which would grant to the investigative personnel of the Bureau the same retirement benefits that are accorded to commissioned officers of the United States Army. Judge Holtzoff points out that it may be difficult to secure the enactment of such legislation, but it would be equally difficult to succeed in attempting to obtain the passage of legislation which would equalize the Federal Bureau of Investigation retirement benefits with those of the members of the White House detail of the Secret Service. He suggests a draft of a bill as follows:

"That members of the investigative personnel of the Federal Bureau of Investigation shall be entitled to the same retirement privileges and retirement pay, and to the same privileges of securing insurance under the National Service Life Insurance Act of 1940, as commissioned officers of the United States Army. The salary received by any such person at the time of his retirement shall form the basis for the computation

Mr. Tolson of his retirement pay. Provided, that any such person may at his
Mr. E. A. Tamm option elect to receive the benefits of the Civil Service Retirement Act, as amended, in which event he will not be entitled to
Mr. Clegg the retirement benefits provided by this Act."
Mr. Glavin
Mr. Ladd

Mr. Nichols It was pointed out to the Conference that under the Army retirement benefits
Mr. Rosen officer on retiring, having at least 30 years' service, secures 75% of his salary.
Mr. Tracy, instance, a colonel having thirty years' service, receiving \$6,000, receives
Mr. Clegg \$4,500 after retirement. An Agent receiving a salary of \$6,500 after 35 years of
Mr. Coffey service in the Government would receive a retirement annuity of 50%
Mr. Hendon of his salary, or \$3,250. It is, therefore, seen that the Army retirement benefits are greater than the regular retirement benefits provided
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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50 AUG 27 1942

66-2554-
NOT RECORDED

ORIGINAL FILED IN 66-2554-505

MEMORANDUM FOR THE DIRECTOR

- 2 -

for Special Agents of the Federal Bureau of Investigation at this time. The conference, therefore, recommends that a communication go forward to Judge Holtzoff suggesting that he go ahead on this particular bill, the Conference further recommending that it should be pointed out that there should be some phraseology in the bill which would make necessary a certain number of years to be served as a Special Agent of the Federal Bureau of Investigation before such retirement would be applicable. It would then not be possible for an individual to come into the Bureau for several years and receive those benefits.

Subject to the Director's approval there is attached hereto a memorandum concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:EC

August 6, 1942

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, considered the suggestion of Mr. Hendon in respect to the in-service school:

1. Mr. Hendon suggests that the lecture by Mr. J. A. Cimperman on the Embargo Act and Treason be cut from one hour and a half to forty-five minutes.

RECOMMENDATION: The Conference recommended approval.

2. Mr. Hendon suggests that the lecture and demonstration on sound work by the Laboratory be cut from two hours to one hour, because the material can be adequately handled in that time. The same suggestion has been received from Supervisor F. T. McIntyre and others.

RECOMMENDATION: The Conference recommended that this training period should be cut from two hours to one hour.

Respectfully,
For the Conference,

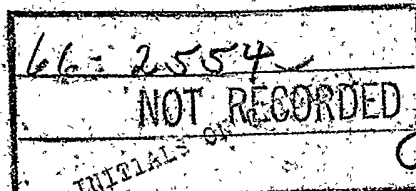
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

356



ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5/llms

FEDERAL BUREAU OF INVESTIGATION
AUG 20 1942
DEPARTMENT OF JUSTICE

ORIGINAL FILED IN 1-19

LAH:EC

August 6, 1942

THE DIRECTOR

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The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, was in favor, with the exception of Mr. Glavin, of the installation of portable public address units in training rooms C and D in the FHLBB Building. Portable units were recommended so that they might be used in any other space which is obtained for training purposes. They would not be attached to the building in any way.

The need for these units has been felt by the Training Division because in both classrooms C and D it has been necessary to combine two classes. Mr. Hendon pointed out that it was very difficult to hear in room D at the back of the room without public address equipment. Mr. Hince informed the Conference that the same has been found true in classroom C.

Mr. Glavin was opposed on the grounds that this would be an unnecessary purchase, and that the equipment is not necessary.

Respectfully,
For the Conference,

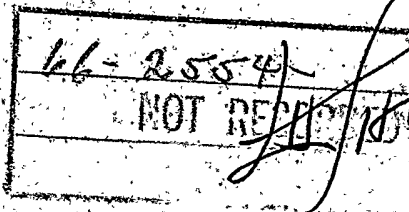
Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____ cc - Mr. Glavin
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/3/90 BY SP5CJ/10mJ

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51 AUG 23 1942



ORIGINAL FILED IN 1-1-1852

LAH:EC

August 6, 1942

THE DIRECTOR

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The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, considered the suggestion submitted by Robin O. Cotton, clerical employee in the Memphis Office. His suggestion is that the Bureau distribute to all law enforcement agencies a memorandum containing a description of all federal violations coming within the Bureau's jurisdiction, and that the Bureau furnish the form to all police agencies to be filled in by arresting officers. The suggestion calls for having such arresting officers consider each case individually with the use of the memorandum setting out the violations within FBI jurisdiction, and when an officer finds the possibility of a violation of a federal law, he is to fill in a form and turn it in to the field office nearest him.

It was pointed out to the Conference that it is customary for local officers to telephone, telegraph, or call personally at the field office when a police agency finds a criminal violation within our jurisdiction. Ordinarily the officer will telephone this information into the field office. The Conference believed that the present system handles the matter more punctually and effectively.

Mr. Tolson _____ RECOMMENDATION: The Conference recommends that we retain Mr. E. A. Tamm's present system and that we not adopt the form suggested. If Mr. Clegg approved, a letter to Mr. Cotton has been prepared.

Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33813
DATE 9/3/90 BY SP5C110MS

Respectfully,
For the Conference,

Clyde Tolson, Chairman
W. R. Glavin, Secretary

INITIALS ON ORIGINAL

ORIGINAL FILED IN

66-7342-157

cc - Mr. Glavin
Attachment
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y mrw

LAH:EC

August 6, 1942

MEMORANDUM FOR THE DIRECTOR

now
The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, considered the suggestion of Special Agent N.M. Kalnes. His suggestion was that the method of handling Informants' files be changed so that they would be filed as ticklers rather than filed alphabetically by the name and location of the informants.

The Conference believed that such a system would defeat the purpose of the Confidential Informants' files, to show the location of all informants.

RECOMMENDATION: The Conference recommends that the present system of maintaining the Confidential Informants' files by sources of information be retained. If approved, a letter to Mr. Kalnes has been prepared.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,913
DATE 8/2/90 BY SP5/10m3

55 AUG 21 1942

66-2554-
NOT RECORDED
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ORIGINAL FILED IN 66-2554-777

copy :JK

R&K:TD

Sugg. No. 30

Employees: Agents L.O.

Teague and J.J. Ziegelmeyer,
Springfield

MEMORANDUM FOR THE DIRECTOR

Members present: Tolson, Tamm, Q. Tamm, Tracy,
Laughlin, Carson, Nichols, Hendon, Clegg, Ladd, Hince and
Kramer.

Employees suggest: That a procedure be instituted whereby
persons who are apprehended by local police departments and who are
found to be delinquent with their Selective Service Boards may be
placed under some Federal process so that the police departments can
be reimbursed for holding the prisoner until such time as his draft
status is determined. It is pointed out that in many instances several
days are required to determine this status and the final result is that
the prisoner is allowed to report to his Board and no prosecutive
action is taken. As a result, there is no way in which the police de-
partment may be reimbursed for his board during the period he was
held by the police.

RECOMMENDATION: It was the opinion of the Conference that this is not
a matter within the province of the Bureau and that the question
should be referred to the Department for appropriate consideration.

Employees advised by letter and a memorandum to the
Department is being prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W.R. Glavin
Secretary

cc-Mr. Glavin

AUG 5 1944

INITIALS ON ORIGINAL

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323013
DATE 8/8/90 BY SP5C110MS

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Q: mac

August 6, 1942

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Hince, Nichols, Hendon, Ladd, Kramer and Quinn Tamm being present, considered a memorandum submitted by the Technical Laboratory in which it was suggested that the Bureau make arrangements to obtain copies of anonymous letters addressed to the President of the United States so that they may be maintained in the Bureau's anonymous letter file. It is noted that such communications are presently maintained in an anonymous letter file by the Secret Service.

RECOMMENDATION

The Conference does not feel that the contact should be made with the Secret Service in order to obtain copies of these anonymous communications. The material pertains to a matter directly within the jurisdiction of the United States Secret Service. They maintain their own handwriting expert and handle this material themselves. The Conference does not feel it will be advisable for the Bureau to request this material.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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50 AUG 21 1942
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,913
DATE 8/8/90 BY SP5C/10ms

ORIGINAL FILED IN 62-25371-117

QT:mac

August 6, 1942

man

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Hince, Nichols, Hendon, Ladd, Kramer and Quinn Tamm being present, considered a request submitted by the Laboratory that they be permitted to operate a maintenance school for radio operators which will cover one hundred days of instruction. It was pointed out that the Laboratory is badly in need of radio engineers sufficiently trained to maintain the equipment of the various radio stations. It is practically impossible at the present time to hire such radio engineers. The school will be operated by the Laboratory. The personnel of the school will be selected from the radio operators presently in the employ of the Bureau. The school will be held at the Bureau's radio station at Chesapeake Beach or at Clinton, Maryland and will consist of eight hours per day instruction (four hours per day of study) for a period of one hundred days. At which time at least eight radio engineers should be developed by the Laboratory.

RECOMMENDATION

The Conference unanimously recommends the approval of this project.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

243
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,613
DATE 8/2/90 BY SP5CWP/MS

66-2554-
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ORIGINAL FILED IN 17-27565-1

LAH:EC

August 6, 1942

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, Rosen, Nichols, Hendon, Ladd, Kramer, and Hince, approved the recommendation that sessions of the FBI National Police Academy for 1943 be held on the following dates:

21st Session - January 4 to April 10, 1943

22nd Session - April 12 to July 17, 1943

23rd Session - July 19 to October 23, 1943

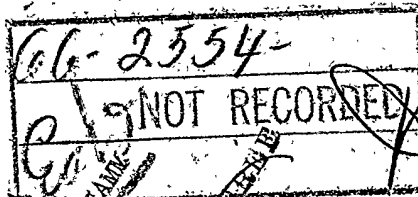
RECOMMENDATION: The Conference recommended that the National Police Academy sessions for 1943 be held as indicated above, and that the attached letter be sent to all Special Agents in Charge.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

H. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____ cc - Mr. Glavin
Mr. Nichols _____
Mr. Rosen _____ Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



243
55 AUG 31 1942

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 393,013
DATE 8/9/90 BY SP5ca.10ms

ORIGINAL FILED IN 1-4-7054

JOHN EDGAR HOOVER
DIRECTOR



HHC:JBW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 31, 1942

MEMORANDUM FOR THE DIRECTOR

The Executive Conference approved the following expenditures and recommends that, if necessary, appropriations be sought so that such expenditures can be made for the improvement of the firearms range facilities at Quantico.

It may be pointed out to the Subcommittee on Appropriations, it was thought, that these items of expenditure are for the improvement of existing facilities and for the purpose of making them serviceable. They could also be informed that through the cooperation of the Marine Corps, the major portion of the expense in the construction of the new range has been without cost since the labor and tools were furnished by Marine Corps officials, and Marine Corps prisoners were to a large extent used in performing the manual labor.

It was further believed that the Appropriations Committee could be informed that even though there might be a reduction in the number of persons being inducted weekly in the Bureau, retraining schools would necessarily continue and perhaps would have to be increased; replacements would have to be made and the existing facilities at Quantico for firearms training were approved by Congress at a time when there were from six to nine hundred Special Agents in the Bureau, and that expansion of the present facilities is necessary and additional equipment needed at a time when the total number of Special Agents exceeds four thousand.

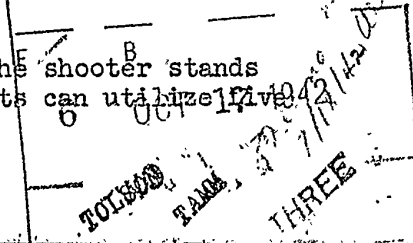
The specific items recommended, all of which were approved unanimously by the Executive Conference, the following members being present: E. A. Tamm, Laughlin, Hendon, Kramer, Tracy, Ladd and Clegg, are as follows:

- (1) ASPHALT PAVING FOR FIRING RANGE, PRACTICAL PISTOL COURSE RANGE AND AUTOMOBILE COURSE - Cost, \$8500.00

The Marine Corps Maintenance Department did all the excavating, moved 12,000 cubic yards of dirt and have leveled off the area without cost to the Bureau. There is still some final grading and leveling to be done, caused primarily by recent heavy rains. On two sides and at the back of the new range are relatively high embankments which provide for safety during training. During rains and wet weather, the range would be too muddy for use, and any attempt to use it while in a muddy condition would mar it, make it uneven, unsightly and impractical for use.

By placing firing lines from the point where the shooter stands to the point where the targets are, the Special Agents can utilize

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



practical pistol courses which will increase the total practice pistol courses to ten, instead of five as at present. The firing lines, of course, where the Agents would stand while shooting would need to be paved. There would be one firing line paved which would be of sufficient width to permit automobiles to be driven over it, and then for the first time the Bureau would be permitted to utilize the automobile course. Firing lines would be at 7 yards, 15 yards, 25 yards, 50 yards and 60 yards from the targets.

The estimates, therefore, provide for the paving of five firing lines, five practical pistol course lines and also a 10-foot roadway from the present parking lot behind the old range to the new range. This roadway is necessary to haul weapons and ammunition to the new range. The cost of this project as estimated by Quantico authorities would be \$8500.00.

(2) ADDITIONAL TOILET FACILITIES - Cost, \$4000.00

maint?
OK

When the present range facilities were constructed, it was intended for use by two classes. Two toilets were made available which emptied into a septic tank. With from four to five classes continuously using the range, the septic tank was inadequate and it has been necessary to remove one of the toilets. Even then, the usage has led to undesirable odors in an area near the range and around the septic tank. New toilet facilities, including a septic tank disposal unit, with six toilet seats are needed, and these facilities, including the building in which the toilet facilities are located, are estimated by Quantico authorities to cost \$4000.00.

target house
OK

(3) TARGET HOUSE, 10' x 30' x 8' - Cost \$1300.00

Targets, equipment, supplies, paste and similar equipment are needed due to the expanded use of the ranges, and a target house 10 feet wide, 30 feet in length and 8 feet high, as proposed by Quantico officials, will cost \$1300.00.

target house
OK

(4) MAGAZINE FOR STORAGE OF AMMUNITION, 40' x 20' x 10' - Cost \$2000.00

Ammunition, at present, is stored in the rifle range tunnel which was prepared solely as a passageway. After rains at the joints in the tunnel there is water seepage, and although the ammunition is resting on boards it still gets high enough after heavy rains to reach over the boards, and a safe magazine storage place for the ammunition is needed. A building, 40 feet long, 20 feet wide and 10 feet high, is recommended by Quantico authorities. It would be a wooden structure and would cost \$2000.00. The work necessary to waterproof the tunnel would cost \$6000.00. There is no space on the reservation the FBI might utilize for storage

of ammunition since all the storage facilities are used by Quantico Marines. In this magazine would be space for reloading ammunition and also enough space for some additional general storage should it become necessary. Storage space at Quantico is not available.

(5) GUN-CLEANING AND INSTRUCTIONAL HOUSE, 20' x 40' x 10' - Cost \$1800.00

gun house
The gun-cleaning room in the Academy building at Quantico was made for one class at a time of about 35 men. We now have three, four and five classes at a time on our range. During a rain storm, the classes have to take shelter in the firing shed which becomes crowded, and organized instruction is not practical. With the gun-cleaning room, classes can be conducted by the instructors in the mechanics of firearms, tearing down and assembling firearms, cleaning and caring for firearms, and also there will be space for gun cleaning which, with the facilities in the Academy building, will meet the present requirements. The cost is estimated by Quantico officials at \$1800.00 for a building 40 feet long, 20 feet wide and 10 feet high.

(6) CONCRETE ROOFS FOR THE RIFLE RANGE BUTTS AT THE 100 AND 200 YARD TARGET PITS - Cost \$3280.00

new roof
When students are shooting on the firing line, other students are in the butts examining and scoring the targets. There is a shed over these butts made of wood. The waterproofing roofing material covering the shed has begun to rot and will soon have to be replaced. It would be more desirable for this roof to be concrete, and it could slope away from the targets so that there would be a gutter which would provide for drainage and would provide adequate protection from the rains and snows for the men in the firing pits. This rifle range is used during rains and in wet weather. This cost would be \$3280.00.

These estimates were all made by Lieutenant Stevenson of the Marine Corps Maintenance Department who has been in charge of the excavating of the new range facilities. He is well acquainted with the situation. He admittedly has made the estimates rather high to provide for contingencies and to provide for the substitution of concrete for asphalt in the paving if this should become necessary. The total of the estimates with contingencies noted is recapitulated as follows:

Paving for New Range	\$ 8,500.00
New Toilet facilities	4,000.00
New Target House	1,300.00
New Magazine for Storage of Ammunition	2,000.00
Gun-cleaning and Instructional House	1,800.00
New Roofs on Rifle Range Butts	3,280.00
Contingency Allowance	300.00
Construction Fee	700.00
Employees' Insurance for Contractor, Social Security, Taxes, etc. which are required to be paid for since Marine Corps officials advise job would be done on a cost plus basis	1,300.00
TOTAL	\$23,180.00

The above items are listed in the order of their necessity in the event it is felt that we would want to reduce the total amount for any reason. The Executive Conference unanimously recommended obtaining all of these improvements.

ENCLOSURES:

Photograph #1 which is an airplane view taken from an altitude of 5,000 feet of the present range facilities at Quantico. The Bureau's range is observable in the upper left of the photograph, with the rifle range in the center, the completed existing practical pistol range to the left and the new excavation for the new range to the right of the rifle range with ink markings to show how it would be paved. This photograph was taken in order to show other facilities in the area so it could be determined that the angle of fire would provide safety at all times and in order to show that bullets fired would not be in the direction of any residences or occupied areas.

Photographs #2, 3 and 4 are photographs of the practical pistol course range before it was paved. Numbers 2 and 3 show particularly how the mud and the mire affect the serviceability of the range.

Photographs #5 and 6 show the practical pistol course range after it was paved, and this is the type of paving which would be desired on the new range which has been excavated.

There is also attached a larger drawing of the new range showing the areas where it needs to be paved and the location of the buildings, toilet facilities and other suggested improvements with respect to the location of this range.

IMPROVEMENTS AT THE FBI ACADEMY BUILDING

At present negotiations are in effect between the Bureau and Quantico officials concerning drainage in the area around the FBI Academy building. Marine Corps officials have a drain pipe running underneath the building used by the Bureau which they felt would be adequate to dispose of the drainage in the area. These drain pipes were installed before the building was constructed. Recent heavy rains have shown that this is not adequate, and due to the comparatively small diameter of the drains, the water has backed up and covered the floor of the new addition to the Academy building. There will be required a drainage ditch to the rear of the building which will divert the major portion of this drainage water into other channels.

Also, to the rear of the building where busses and automobiles park, load and unload, some paving is necessary. Also, in order to prevent the necessity of the busses stopping at the front entrance of the Academy where the street is very narrow and where suitcases and baggage is unloaded, the narrow road affords some hazard and a small roadway leading from the street up to the rear entrance of the Academy is desirable. This would require a

Handwritten: Main

small amount of excavating and the paving of the road. The cost for the roadway, the paving and the ditch has been estimated by Quantico officials, Lieutenants Stevenson and McArthur, at \$6500.00. There is a possibility that the Quantico Marine Corps will do this work without cost, but that is not yet certain. We should know at a fairly early date. This is work which is vitally important and necessary. It may be that the Marine Corps will build the ditch themselves and require the Bureau to pay for the paving and the roadway, but since it is urgent and important that this be done the Executive Conference felt that this work should be done as quickly as possible. Because the Bureau may have to pay for it, it is recommended that \$6500.00 additional be included in the estimates, at least temporarily, for this cost quite likely will have to be undertaken.

Handwritten: no more money in Oct. 1942

Also, it is desired to call to the attention of the Director the fact that the ceilings in the classrooms in the extension are not of the suspended ceiling type. It would improve the general appearance if suspended ceilings could be placed in the new classrooms, and the Public Works Officer, Lieutenant Stevenson, has advised that this estimate as to cost would be \$3500.00. This item is submitted in the event the Bureau desires to entertain the suggestion that this work be done.

The cost of improvements in the Academy building is recapitulated as follows:

Driveway, concrete paving in parking area	
and concrete ditch for drainage	\$6500.00
Suspended ceilings for classrooms	3500.00
TOTAL	<u>\$10000.00</u>

GRAND TOTAL

Improvements on Firearms Range	\$23,180.00
Improvements on the Academy Building	10,000.00
TOTAL	<u>\$33,180.00</u>

Handwritten signature

Respectfully,
For the Conference

Clyde Tolson,
Chairman

Handwritten signature
W. F. Glavin,
Secretary

• Enclosures

cc - Mr. Glavin

(Addendum of Mr. Glavin attached)

Addendum

-6-

WRG:jh

The September 5th Conference, consisting of Messrs. E. A. Tamm, Nichols, Quinn Tamm, Clegg, Hendon, Rosen, Ladd, Tracy, and Glavin, again considered the Conference memorandum concerning the Quantico set-up.

Mr. Glavin pointed out that he was a bit fearful that the Director might be subject to criticism by individuals on the Hill for requesting paved range facilities. Mr. Glavin understands that there are certain paved range facilities available to the Marines and other persons; however, he felt that those individuals who are looking around to find items for which the Director can be criticized might pick on an item such as this for ammunition to criticize the Director's administration of the Bureau. The same is true on the automobile course suggested by the Executive Conference.

For the Director's information, Mr. Glavin stated that he is in thorough sympathy with the entire program; however, he feels that it is his duty to point out that some individuals in inquiring concerning these facilities for which we would have to have an additional appropriation made might want to know why we need an automobile firing range since we have been training without the range for some period of time and why we need an additional range for pistol practice when, under our present personnel allotments we are rapidly reaching our full quota of Special Agent personnel and that the training needs on the range might diminish instead of increasing.

Mr. Glavin recommends approval with the Conference of other items in the Conference memorandum, he feeling that we could easily justify the other items needed and which are enumerated in the Executive Conference memorandum proper.

Should the Director approve the majority recommendation concerning this matter, immediate steps will be taken to have the appropriate estimates prepared for submission to the Bureau of the Budget.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman


W. A. Glavin
Secretary

JOHN EDGAR HOOVER
DIRECTOR



WRG:MTS

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 15, 1942

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Rosen, Hendon, Hince, Tracy, and Glavin, considered a suggestion submitted by Special Agent N. H. McCabe of the Training Division that the Bureau consider the possibility of eliminating per diem paid to Special Agent employees at Quantico and arrange for the Hostess House to be reimbursed by the Bureau for meals served through the medium of a voucher for services rendered.

Mr. McCabe stated that if this were done it would eliminate some 300 or 400 expense accounts a month submitted by new Agents and would result in a considerable saving of work on the part of the Voucher Section of the Chief Clerk's Office.

The Conference was advised that this matter was informally discussed with Mr. Matchett of the Department of Justice, who stated that such arrangements could be made if so desired. Mr. Glavin recommended against the adoption of this suggestion for the following reasons:

1. There would not be any great decrease in the work involved. The clerk at Quantico would still have to keep a record of all meals furnished. In so far as the expense vouchers are concerned, amounting to about 400 vouchers a month, the Chief Clerk's Office is of the opinion that the preparation of these expense accounts is good practice for the new Agents and it does not give a tremendously increased burden to the Voucher Section of that office.

2. Certain Agents go to Quantico who do not receive per diem. These Agents are those in supervisory capacities at the field office and at the field office who go to Quantico for firearms training and are not permitted to charge per diem during the period they are in Quantico. They leave Washington between 7:00 and 8:00 in the morning and return in the late afternoon or evening. At the present time these Agents are assessed for meals taken at Quantico. If the Bureau were to assume the burden of paying for all meals from its appropriation rather than paying per diem to the Agents it would be necessary to keep detailed records of those Agents who would not be entitled to per diem, which would complicate the work of the clerk at Quantico rather than simplify it. The only elimination of work in so far as the Clerk at Quantico is concerned under the new plan would be

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

66-2557-12

12

TOLSON

PERRE

See memo to file -
Quantico
8/15/42
JAG

memo to Clegg
8-20-42
Ans

that he would not have to collect the money.

3. There is a possibility that we would have to have competitive bids for the furnishing of food to the men at Quantico. It might be possible to work it out so that the Hostess House would get the bid on the basis that it is the sole supply on the Marine post. However, we might, in arranging for a contract for the furnishing of meals, run into difficulty whereby the Hostess House might increase the prices on the original contract, or, as has happened on several occasions in the past year, the Hostess House might want to increase the price of meals after the original contract was entered into and difficulties would then be experienced with the General Accounting Office before approval could be given for any such increases. We might end up by having no one to serve meals to the men at Quantico if we ran into such difficulties.

Under our present manner of handling this matter, if prices are increased by the Hostess House, we increase the amount of per diem to cover the meals paid for by the men at Quantico and no difficulties are experienced and the Bureau is not being assessed more money than it would be under the new suggested procedure.

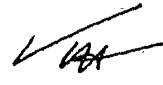
The Conference, therefore, recommends that we continue on our same basis at Quantico.

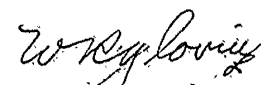
With further reference to per diem at Quantico, Mr. Hince pointed out that certain of the counselors and instructors going to Quantico for lecture purposes are not permitted per diem at the present time. Mr. Hince pointed out to the Conference that this works a hardship on these counselors and instructors, that they must leave Washington by 7:00 to 7:30 and they do not get back until late at night; they have to go down frequently during each month to lecture before the classes there and they must buy their breakfast away from home, buy their lunch at Quantico, and buy their dinner away from home.

The Conference, in the cases of these particular individuals, and not in the case of individuals going down for firearms training and coming back at reasonable hours, recommends that the following procedure be established:

That they be permitted to charge per diem at the recognized rate for Quantico if in the fulfilling of their official duties at Quantico they must leave Washington before 8:00 A.M. and cannot return to Washington until after 7:00 P.M. Should the Director approve, appropriate arrangements in this regard will be made.

Respectfully,
For the Conference


Clyde Tolson
Chairman


W. R. Glavin
Secretary

LAM:DMH

August 19, 1942

THE DIRECTOR

①
The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Hendon, Ladd, Rosen, Tracy, C. Tamm and Hince, considered the suggestion made by Mrs. Virginia H. Wood, Acting Chief Clerk of the Norfolk Office.

Mrs. Wood suggested that the "filmsies" submitted to the Norfolk Office by ONI be filed only when they pertain to subjects residing in the Norfolk Division; that otherwise they be destroyed. Mrs. Wood pointed out that these "filmsies" are filed in the Norfolk Office although the information may relate to persons in the Richmond Division or other Divisions of that territorial limitation of the ONI.

The Conference was informed that ordinarily copies of such "filmsies" are also made available to the FBI Division in which the person resides although this is not always the case. The Conference was also of the opinion that all of the information submitted by ONI was constituted of valuable information in FBI Field Office files and the present program of retaining these matters should be continued.

RECOMMENDATION:

Mr. Tolson _____ It is recommended that the present program of filing ONI "filmsies" be continued.

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Coffey _____

Mr. Hendon _____

Mr. Kramer _____

Mr. McGuire _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson,
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 33,013
DATE 8/8/96 BY SP5/10ms

W. R. Glavin,
Secretary

66-2554-1973
NOT RECORDED
SEP 2 1942

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9-10-42/rlw

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

August 6, 1942

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 8/8/90 BY SP5C/LMS

The Executive Conference, Messrs. Tolson, Glavin, Rosen, Hince, Nichols, Hendon, Ladd, Kramer and Quinn Tamm being present, considered the Bureau's present radio set up. For your information the radio so-called Plan One consists of the following stations which have been completed in Seattle, Portland, San Francisco, Los Angeles, San Diego, New York, Washington, Miami and Key West. The installation of a station at Boston will be started within the next few days and finished within the next two weeks. Equipment has been ordered for a station at Philadelphia, which should be completed within the next six weeks. This will complete the original Plan One for the radio network.

RECOMMENDATION

In order to completely cover the two coasts the Conference unanimously recommends that additional station be installed in the following order after the completion of the station at Philadelphia.

New Orleans
San Antonio
Savannah

Norfolk
Houston
Providence

If you approve the above set up appropriate instructions will be issued to the Laboratory to proceed with the installation.

In addition, the Conference considered the fact that the radio stations are presently staffed with personnel that are engaged in radio work only to the extent of transmitting test messages at various time during the day.

RECORDED RECOMMENDATION

66-2554-1974

44-30
The Conference with the exception of Mr. Nichols recommends that the personnel presently in the Bureau radio stations as operators be utilized in sending messages that would normally be transmitted between these stations by teletype to the extent that the present personnel of the stations can handle these messages, that is, sufficient messages be handled by radio to engage the personnel on a full-time basis. This, of course, would not completely supplement the Bureau's teletype network. It should be pointed out that all messages sent by radio have to be coded in order that the contents of the message can be safely guarded. The coding process used in the radio transmission

58 SEP 21 1942

Memo for the Director

-2-

August 6, 1942

takes approximately sixty seconds a word. In order then to properly code a message of sixty words it would be necessary to expend an hour's coding time. Approximately the same length of time is consumed in decoding these messages. The Laboratory has estimated that the cost of coding and transmitting messages of this approximate length is \$1.45 a message. It is also pointed out that constant transmission of messages between various stations, such as the Bureau stations on the West Coast, cannot be made because of interference. The stations must have scheduled times for the receipt and transmission of messages because of the fact that they utilize the same frequency, otherwise, there would be interference between the stations. It is the feeling of the Conference that the transmission of such messages would not be expensive to the Bureau because of the fact that the personnel is already on duty and it would furnish needed experience to the radio operators. Mr. Nichols feels that the cost of such transmission is prohibitive.

If you approve, appropriate instructions will be issued to the Laboratory.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

DATE:

September 10, 1944

54875

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the attached proposal for designation of Bureau Agents to give instructions in plant protection and industrial security in South America and recommends the following program:

It is recommended that the Bureau undertake to assign one or more Agents to those Latin American countries where strategic materials or discable factories exist, the FBI representatives to be attached to the Embassy staff as plant protection advisors and counsellors.

It is recommended that there be a definite agreement in writing with the State Department indicating that through this program the FBI does not adopt any responsibility for the prevention of sabotage or for the occurrence of any overt acts of sabotage that may occur but that the Bureau will undertake a program of training through industrial advisors upon protective methods. In other words, the program is an educational and advisory one and not an operational program designed to investigate sabotage or to undertake for the Bureau the responsibility of preventing sabotage.

It is proposed that the FBI representatives will give lectures in principal South American cities to national, state and municipal police officials upon the subject of plant protection following generally the procedure formerly utilized in the Bureau when it did plant survey work. In addition, a series of lectures should be given to industrialists in order that they may take appropriate steps to protect their business. The Bureau's "Suggestions for the Protection of Industrial Facilities" will be translated into Spanish and Portuguese and distributed in connection with the Latin American lecture program.

- Mr. Tolson _____
- Mr. J. A. [unclear], the FBI representatives will act as CIE observers, transmitting intelligence information through established channels. The Conference
- Mr. [unclear] that the primary benefit accruing to the Bureau from this program
- Mr. [unclear] be the fact that it will permit the Bureau to maintain additional
- Mr. [unclear] in South America under official sanction.

- Mr. Rosen _____
- Mr. [unclear] in attendance were Messrs. Clegg, Ladd, Tracy, Glavin, [unclear]
- Mr. [unclear], [unclear], [unclear], Kramer and Edward A. Tamm.
- Mr. Coffey _____
- Mr. Hendon _____
- Mr. Kramer _____
- Mr. McGuire _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Respectfully,
For the Conference

66-2554-1974X
RECORDED
INDEXED
JUL 29 1944
DEPARTMENT OF JUSTICE

W. J. Tolson, Chairman

J. D. Glavin, Secretary

57 AUG 1944
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